DEPARTMENT OF THE ARMY
U. S. Army Corps of Engineers
Washington, DC 20314-1000

CEMP-RT

ER 1110-1-263

Regulation
No. 1110-1-263

1 October 1990

Engineering and Design
CHEMICAL DATA QUALITY MANAGEMENT FOR
HAZARDOUS WASTE REMEDIAL ACTIVITIES

1. Purpose. This regulation prescribes Chemical Data Quality Management (CDQM) responsibilities and procedures for all chemical contamination investigative and remedial activities to assure that the analytical data obtained is of sufficient quality to meet intended usages within the project.

2. Applicability. This regulation applies to HQUSACE/OCE elements, major subordinate commands, districts, laboratories, and separate field operating activities.

3. References.

a. PL 98-212, Department of Defense (DOD) Appropriation Act, Fiscal Year 1984, Environmental Restoration, enacted 8 December 1983, and following legislation.

b. PL 96-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980.

c. PL 99-499, Superfund Amendments and Reauthorization Act of 1986.

d. Interagency Agreement between the USACE and the U.S. Environmental Protection Agency (EPA) in executing PL 96-510, 10 February 1982, and following extensions or modifications.

e. EPA OSWER Directive 9355.3-01, Guidance for Conducting Remedial Investigations (RI) and Feasibility Studies (FS) Under CERCLA (Interim Final), October 1988.

f. EPA OSWER Directive 9355.0-4A, Superfund Remedial Design and Remedial Action Guidance, June 1986.

g. EPA OSWER Directive 9345.1-02, Expanded Site Inspection Transitional Guidance for FY 1988.

This regulation supersedes ER 1110-1-263 dated 30 December 1985

h. EPA 540/G-87/003, Data Quality Objectives for Remedial Response Activities, March 1987.

i. ER 1180-1-6.

j. ER 1110-1-261.

k. ER 415-1-11.

l. EP 1110-2-6.

4. Discussion.

a. The intent of this ER is to conduct CDQM activities in full compliance with all applicable federal and state regulatory requirements. Standard methods and procedures promulgated by the EPA and the American Society of Testing Materials (ASTM) will be followed when available and applicable. ASTM is developing a document entitled "Standard Practice for Generation of Environmental Data Related to Waste Management Activities". When finalized, the ASTM document is expected to be adopted by the EPA and the Industry as standard practice. Accordingly, this ER is intended to be in compliance with the ASTM standard.

b. The U.S. Army Toxic and Hazardous Material Agency (CETHA), now an FOA of USACE, has developed and is practicing a separate approach to CDQM activities. Insofar as the CETHA CDQM program meets the federal, state and ASTM requirements set forth above, the CETHA CDQM program may be utilized for activities CETHA independently executes.

5. General.

a. Hazardous waste programs under which USACE currently executes remedial activities include:

(1) EPA Superfund

(2) Defense Environmental Restoration Program (DERP)

(a) Installation Restoration Program (IRP) (Army, Air Force and Navy)

(b) Formerly Used Defense Sites (FUDS)

b. Chemical analysis of environmental samples is usually required during the following activities under the programs listed in the previous section.

(1) Preliminary Assessment (PA) and Site Inspection (SI)

(2) Remedial Investigation/Feasibility Study (RI/FS)

(3) Remedial Design (RD) and Pre-Design Activities

(4) Remedial Action (RA)

(5) Post Remedial Action Monitoring

c. Acquisition of chemical analytical data is an integral part of chemical contamination investigative and remedial activities. There are a multitude of purposes for which chemical analytical data are acquired; however, they generally can be divided into eight categories.

(1) Site investigation

(2) Health and safety; hazard assessment

(3) Determination of potential responsible parties

(4) Engineering decisions

(5) Construction contractor payment

(6) Post remedial action monitoring

(7) Legal support of government actions

(8) Determination of proper disposal

d. The purpose of CDQM is to insure that chemical analytical data, acquired during investigative, remedial and monitoring activities, are of sufficient quality to meet intended usages. Data quality depends not only on how carefully an analytical method is carried out, but also on the sample point selection, sampling procedures, sample integrity and analytical methods selected. Data quality objectives (DQO) will be defined in the scope of services or design specifications for contract services

and in the Chemical Data Acquisition Plan (CDAP) for in-house work for which a scope of services is not generated.

e. CDQM during chemical contamination investigative, remedial and monitoring activities includes roles for both the government (USACE) and its contractors. Planning and reporting CDQM documents/tasks required of USACE or its contractors are listed in Tables 1, 2, and 3 shown at Appendix A. An estimate of the time required to prepare and review each submittal is also included. Table 1 contains investigation activities, Table 2 design activities, and Table 3 construction activities. In most cases, investigation activities will be conducted by Architect-Engineer (AE) firms; however, the listed documents/tasks are pertinent to all activities in which both planning and execution are carried out under a single contract or by utilizing in-house government personnel. In contrast, the documents/tasks listed under design and construction activities are pertinent to all activities in which planning and execution are carried under separate contracts. Specific guidance for carrying out the tasks in Appendix A are found in Appendices B through F, and a glossary is provided in Appendix G.

6. Responsibilities.

a. The Environmental Restoration Division, Directorate of Military Programs, Headquarters (CEMP-R), is responsible for program management, technical oversight, and USACE policy and guidance development and dissemination.

b. The Investigation District or FOA is responsible for executing investigation activities for chemical contamination cleanup projects and informing the local district of their activity.

c. The Design District or FOA is responsible for executing design activities for chemical contamination projects and coordination with the local district throughout design.

d. The Construction District or FOA is responsible for executing construction chemical contamination remedial action projects within its geographical area. It is also responsible for cooperating with activities undertaken by other Investigation and Design Districts or FOA within its geographical area.

e. Divisions are responsible for monitoring and oversight of activities of their districts to assure that program policies and procedures are implemented.

f. CEMRD has primary responsibility for implementation of CDQM requirements for all aspects of HTW activities conducted in support of the Superfund, DERP, and non-mission HTW assignments. To execute this overall responsibility CEMRD is responsible for identifying shortfalls and drafting technical guidance; training; conducting selected technical reviews of documents and chemical data; coordinating review with CDQM personnel in other districts and divisions; providing technical assistance; receiving and analyzing quality assurance samples; evaluating contract laboratories; and validating USACE division laboratories to participate in the above activities. These responsibilities are discharged through the assigned tasks of the Chemical Review Branch (CEMRD-ED-GC) and the Missouri River Division Laboratory HTW Chemistry Unit (CEMRD-ED-GL), which is designated the lead USACE QA laboratory for HTW projects.

g. CEMRD has review and approval authority for all work brokered by CEMRD to other FOA until that authority is transferred to the parent division with the approval of HQUSACE.

h. The QA Laboratory is responsible for executing CDQM activities delegated to it through the procedures specified in the Appendix E, USACE Chemical Quality Assurance.

i. Additional definition of organizational responsibilities for CDQM activities is described in Tables 4, 5, and 6 shown at Appendix A.

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Colonel, Corps of Engineers
Chief of Staff

7 Appendices
App. A - Tables
App. B - Guide to USACE Chemical Quality Assurance Procedures and Notifications
App. C - Commercial Laboratory Validation Procedures

APPENDIX A

TABLES

TABLE 1

DOCUMENTS/TASKS FOR INVESTIGATIVE ACTIVITIES*

Activities	Estimated Window
Designation of a USACE Quality Assurance (QA) Laboratory	1 Week
Scope of Services	Preparation - 3 weeks Review - 3 weeks
Validation of AE's Laboratory	Begin as soon as lab is identified - allow 6-12 weeks
Chemical Data Acquisition Plan (CDAP)	Expect 1 month after scope is provided to AE - allow 3-4 weeks for review
Daily Quality Control Reports (DQCR)	Prepared daily, submitted USACE project manager daily by regular mail and to QA Lab by the USACE project manager
Submission of AE's Chemical Data to the QA Laboratory	As soon as possible
Quality Control Summary Report (QCSR)/Site Inspection Report	Expect 2-3 months after completion of field work - 3-4 weeks for review
Chemical Quality Assurance Report (CQAR)	Expect within 30 days of submission of data to the QA laboratory.

* These include SI, RI/FS, and Pre-Design investigative activities.

TABLE 2

DOCUMENTS/TASKS FOR DESIGN ACTIVITIES

Activities	Estimated Window
Scope of Services	Preparation - 3 weeks Review - 3 weeks
Design Documents, to include Design Analysis Reports and Plans and Specifications	Project manager sets deadlines for Design Analysis Reports and 30%, 60% and 90% submittals. These are reviewed by District/Division technical personnel. Copies are sent to CEMRD and program management personnel for review of each submittal.

TABLE 3

DOCUMENTS/TASKS FOR CONSTRUCTION ACTIVITIES

Activities	Estimated Window
Designation of USACE Quality Assurance (QA) Laboratory for Construction	1 Week
Contractor Laboratory Validation	Begin as soon as laboratory is identified. Allow 6-12 weeks.
Chemical Data Acquisition Plan (CDAP)	Expect 1 month after contract is awarded. Allow three weeks for review.
Daily Quality Control Reports (DQCR)	Prepared daily by contractor, submitted to contracting officer daily by regular mail and to the QA lab by the contracting officer when relevant.
Submission of Contractor's Data to the QA Laboratory	As soon as available.
Quality Control Summary Report (QCSR)/Contractor Final Report	Expect 2-3 months after completion of field work. Allow 3-4 weeks for review.
Chemical Quality Assurance Report (CQAR)	Expect within 30 days of submission of data to the QA Lab.

TABLE 4

ADDITIONAL ORGANIZATONAL RESPONSIBILITIES FOR INVESTIGATION CDQM DOCUMENTS/TASKS

Activity	Investigation* District	Investigation* Division	QA Laboratory	MRD	CEMP-R
Designation of a USACE QA Laboratory	I	I		E, A	O
Scope of Services (SOS)	E	R, A	R, M	O	
Disposition of SOS Comments	E	R, A	R	M	O
Contract Laboratory Validation	I, A	I	R	E, M, A	M, O
Chemical Data Acquisition Plan (CDAP)	E	R, A	R	R, M	O**
Disposition of CDAP Comments	E	R, A	R	M	O
Notice to Proceed (field work)	E	M	M	M	O
Daily Quality Control Reports (DQCR)	E	R	R	M	O
Inspection and Analyses of QA Samples,			E	R, M	O
Quality Control Summary Report (QCSR)/Site Inspection Report	E	R, A	R	M	O
Disposition of Site Inspection Report Comments	E	R, A	R	M	O
Chemical Quality Assurance Report (CQAR)	R	R	E	R, M	O

KEY: I = initiate, E = execution, R = review, A = approve, M = monitor, and O = oversight

* = **These responsibilities are for district in-house work.** For AE/Contractor work, the contracting officer in the district has approval authority.

** = Documents will be provided to HQUSACE (CEMP-R) for monitoring and oversight. On an exception basis, CEMP-R will audit specific projects and will require that all project documents be submitted.

The local district/division should be kept informed of the progress of any work in their geographic area, and should be furnished copies of documents if they so desire.

TABLE 5
ADDITIONAL ORGANIZATIONAL RESPONSIBILITIES FOR DESIGN CDQM DOCUMENTS/TASKS

Activity	Design*		Construction		QA		
	District	Division	District	Division	Laboratory	MRD	CEMP-R
Designation of a USACE QA Laboratory for Design	I	I	R	R	R	M	O
Scope of Services (SOS)	E	R, A	R	R	R	R	O
Disposition of SOS Comments	E	R, A	R	R	R	R	O
AE Laboratory Validation	I, A	I			R	E, M	M, O
Chemical Data Acquisition Plan (CDAP)	E	R, A	R	R	R	R	O
Daily Quality Control Reports	E	R	R	R	R	M	O
Quality Control Summary Report/ Investigation Report	E	R, A	R	R	R	M	O**
Chemical Quality Assurance Report	R	R	R	R	E	M	O**
Design Analyses Reports and Design Plans and Specifications	E	R, A	R	R	R	R	O**
Disposition of Design Comments	E	R, A	R	R	R	R	O
Advertise and Award Construction Contract	E			O			

KEY: I = initiate, E = execution, R = review, M = monitor, and O = oversight

* = **These responsibilities are for district in-house work.** For AE/Contractor work, the contracting officer in the district has approval authority. For design brokered by CEMRD, review and approval authority is retained by CEMRD until transferred to the Division.

** = Documents will be provided to HQUSACE (CEMP-R) for monitoring and oversight. On an exception basis, CEMP-R will audit specific projects and will require that all project be submitted.

The local district/division should be kept informed of the progress of any work in their geographical area, and should be furnished copies of documents if they so desire.

TABLE 6

ADDITIONAL ORGANIZATIONAL RESPONSIBILITIES FOR CONSTRUCTION CDQM DOCUMENTS/TASKS

Activity	Design		Construction		QA		
	District	Division	District	Division	Laboratory	MRD	CEMP-R
Designation of a USACE QA Laboratory			I	I		E	O
Contract Laboratory Validation			I	I	R	E	O
Chemical Data Acquisition Plan (CDAP)	R		E, A	R	R	R	O
Disposition of CDAP Comments	R		E	R	R	M	O
Daily Quality Control Reports			E	R	R	M	O
Inspection and Analysis of QA Samples					E	M	O
Quality Control Summary Report (QCSR)/Contractor Final Report			E, A	R	R	M	O**
Disposition of Final Report Comments			E, A	R	R	M	O
Chemical Quality Assurance Report (CQAR)			R	R	E	R, M	O**

KEY: I = initiate, E = execution, R = review, A = approve, M = monitor and O = oversight
** = Documents will be provided to HQUSACE (CEMP-R) for monitoring and oversight. On an exception basis, CEMP-R will audit specific projects and will require that all project documents be submitted.

The local district/division should be kept informed of the progress of any work in their geographical area, and should be furnished copies of documents if they so desire.

APPENDIX B

GUIDE TO USACE CHEMICAL QUALITY ASSURANCE PROCEDURES AND NOTIFICATIONS

1. Purpose. Chemical quality assurance in chemical contamination investigation, design, and remedial action activities requires the interface and coordination of several USACE units. This appendix outlines the procedures involved and provides suggested formats to aid in the coordination process. The responsibility for initiation and coordination lies with the USACE project manager for investigation and design and with the contracting officer (CO) or his representative (COR) for construction.

2. Applicability. This appendix applies to all HTW investigative, design, and remedial activities executed by USACE either in-house or utilizing the services of a contractor.

3. Procedures for Chemical Quality Management.

a. Site Investigation and Pre-Design Activities.

(1) Investigation district solicits AE services.

(2) Investigation district writes Scope of Services with data quality objectives and submits it for review to division, program management personnel and CEMRD.

(3) Project Manager obtains the services of a USACE division laboratory for quality assurance using protocols established by CEMRD (memorandum or attached Request for Government Quality Assurance Services).

(4) District negotiates and awards AE contract.

(5) AE identifies subcontract laboratory and supplies Laboratory Quality Management Manual (LQMM) or required information. See Appendix C.

(6) Project Manager verifies validation status of the laboratory with CEMRD or requests validation be initiated (memorandum or attached Request for Evaluation of Commercial Laboratory).

(7) LQMM is submitted to CEMRD, performance audit samples are sent if necessary, laboratory is inspected by CEMRD, and a recommendation for approval/disapproval is sent to the USACE project manager. Personnel from the QA laboratory or investigation district will be notified of a scheduled inspection and may assist with this process. If approval is not given, AE will select another laboratory.

(8) AE submits CDAP for investigation district's approval.

(9) CEMRD-ED-GC and QA laboratory review CDAP and make approval/disapproval recommendation to investigation district.

(10) Field work begins if CDAP is approved.

(11) AE Daily Quality Control Report is filled out daily and submitted to the investigation district. Copies are sent to the QA laboratory whenever sampling or analytical activities are included.

(12) Field work completed.

(13) AE's analytical results are submitted to the QA lab as they become available, and to the executing FOA.

(14) AE's Site Inspection or Investigation Report together with the Quality Control Summary Report is submitted to the investigation district. These are reviewed by the same offices that reviewed the CDAP.

(15) QA laboratory prepares the Chemical Quality Assurance Report and submits it to the investigation district.

b. Design Activities.

(1) Design district solicits AE services.

(2) Design district writes Scope of Services and submits it to design division, CEMRD, and program management personnel for review/approval.

(3) Design district negotiates and awards AE design contract.

(4) If investigative activities are included in the design contract, steps 5-15 of Section 3.a. should be followed.

(5) AE submits Design Analysis Reports which contain a section that specifically addresses chemical quality management concerns. AE also submits plans and specifications which include chemical quality management at the preliminary, intermediate, final and 100% phases. The chemical section of the plans and specifications should give the Construction Contractor instructions for writing the CDAP in addition to including all necessary site specific chemical detail. Relevant requirements in this ER and appendices should be addressed. These submittals are sent to the design division, CEMRD, and program management personnel for technical review, and comments are sent back to the design district.

(6) Design district assures that the comments are addressed and incorporated into the appropriate documents or provides an explanation if comments are not used. Revised documents and annotated comments are sent to the offices generating comments at the next submittal stage.

(7) 100% plans and specifications are approved by the design district and the district advertises and awards the construction contract.

c. Construction.

(1) The contractor submits a CDAP (which may be a section in his overall Quality Control Plan). The contract laboratory (if needed) along with the Contractor's proposed quality control officers are identified for the Construction District's approval.

(2) CEMRD at request of the CO designates the Construction Division Lab or CEMRD-ED-GL to be the government QA laboratory for construction (forms provided) and validate the contractor's laboratory.

(3) The designated QA laboratory together with CEMRD assists the Construction District in reviewing the CDAP. The contractor's proposed laboratory is validated by CEMRD according to protocols discussed in Appendices C and E.

(4) Construction district approves/disapproves the contractor's laboratory and/or CDAP.

(5) Construction cleanup begins after CDAP and contractor's laboratory are approved.

(6) Contractor's Daily Quality Control Report is submitted to the Contracting Officer's Representative (COR) daily. The COR submits copies to the QA laboratory when sampling or analyses are involved. Analytical results are submitted to the QA laboratory as soon as they are available.

(7) Construction work is completed.

(8) The contractor submits the Quality Control Summary Report to the construction district. This should include a complete data package.

(9) The QA laboratory prepares the Chemical Quality Assurance Report and submits it to the construction district.

4. The following pages contain suggested formats which may be used to initiate interaction among various Corps elements regarding chemical data quality management. These would initiate a request for government quality assurance services, laboratory validation or document review. If these services are initiated by memoranda, the information called for on these pages should be supplied. Examples of formats which might be used for Daily Quality Control Reports and Chemical Quality Assurance Reports are also included.

(SAMPLE FORMAT)

TO: CEMRD-ED-GC FROM: _____ DATE__/__/__

SUBJECT: **Request for Evaluation of Commercial Laboratory**

Project Name:_____ _____Contract No.:_____

Superfund _____ FUDS _____ IRP _____ Other _____ Phase _____

Location:_____State:_____

A-E/Contractor:_____State:_____

USACE Project Manager:_____
Phone:_____Address:_____

Approximate Sampling Dates:_____
Laboratory Name:_____
Address:_____
Phone:_____
POC:_____

Laboratory Quality Management Manual Request ON __/__/__

Required analytical methods and approximate number of samples to be taken for above project.

METHOD	# OF WATER SAMPLES	# OF SOIL/SEDIMENT SAMPLES

State or other laboratory certification which will be required for this project:_____

If the laboratory is planning to subcontract any samples to another laboratory or location, all of these are to be evaluated separately. This request should be sent for verification of laboratory status regardless of expiration date on the list of validated laboratories.

(SAMPLE FORMAT)

TO:_____ FROM:_____ DATE:__/__/__

SUBJECT: **Request for Government Quality Assurance Services** (To be sent to the requested USACE Laboratory with a copy to CEMRD-ED-GC)

Project Name:_____ Contract No.:_____

Superfund ____ FUDS ____ IRP ____ Other _____ Phase _____
Location:_____ State:_____

A-E/Contractor:_____ State:_____
USACE Project
Manager:_____
Phone:_____ Address:_____

Laboratory Name:_____
Address:_____
Phone:_____
POC:_____

Approximate Sampling Dates:_____

The following QA Laboratory support is requested for the subject project: USACE Division Laboratory:_____

____ Review and comment on Draft _____
_____
_____
_____

____ Analysis and Reports of Quality Assurance Samples

METHOD	NO. OF WATER SAMPLES*	NO. OF SOIL/SEDIMENT SAMPLES‡

* Includes Blanks

‡ Includes Background Soil Sample

CF: CEMRD-ED-GC

DATE _____.

DAY	S	M	T	W	TH	F	S

A-E DAILY QUALITY CONTROL REPORT

WEATHER	Bright Sun	Clear	Overcast	Rain	Snow
TEMP	To 32	32-50	50-70	70-85	85 up
WIND	Still	Moder	High	Report No.	
HUMIDITY	Dry	Moder	Humid		

COE PROJECT MANAGER _____

PROJECT _____

JOB NO. _____

CONTRACT NO. _____

SUB-CONTRACTORS ON SITE:

EQUIPMENT ON SITE.

WORK PERFORMED (INCLUDING SAMPLING):

SHEET _____ OF _____

(Continuation Sheet)

PROJECT. _____ REPORT NO. _____

JOB NO. _____ DATE _____

QUALITY CONTROL ACTIVITIES (INCLUDING FIELD CALIBRATIONS)
HEALTH AND SAFETY LEVELS AND ACTIVITIES.
PROBLEMS ENCOUNTERED/CORRECTION ACTION TAKEN:
SPECIAL NOTES.
TOMORROW'S EXPECTATIONS:

BY _____ TITLE _____

(SAMPLE FORMAT)

_____ LAB NO.

DEPARTMENT OF THE ARMY
_____ DIVISION, CORPS OF ENGINEERS
DIVISION LABORATORY

_____, _____, _____
(city) (state) (zip)

Subject: Chemical Quality Assurance Report

Project:
Intended Use:
Source of Material:

Submitted by:
Date Sampled: _____, Date Received:
Method of Test or Specification: See attached Tables 1 - ____

References:

-- REMARKS --

1. CONTRACTOR DATA EVALUATION: (General comments)

   a. ACCURACY:

   b. PRECISION:

   c. LABORATORY CONTMINATION:

2. QA/QC DATA COMPARISON:

3. OTHER PROBLEMS:

4. CORRECTIVE ACTION:

Submitted by:

Director, _____ Laboratory

APPENDIX C

COMMERCIAL LABORATORY VALIDATION PROCEDURES

1. Purpose. This appendix specifies the procedure used to evaluate a commercial laboratory for hazardous and toxic chemical analysis either for AE/Contractor work or for in-house projects conducted by USACE in hazardous waste activities. The latter includes chemical analyses contracted by the quality assurance laboratory.

2. Applicability. These procedures apply to all chemical analyses conducted to support investigative and remedial actions undertaken by USACE.

3. Initiation Procedures. A project manager from a Corps District or Division contacts CEMRD-ED-GC requesting validation of a contract laboratory. A form is provided in Appendix A or a memorandum may be written. The name of the project, the contract number, analytical methods to be used, numbers of samples of each matrix, estimated dates of sampling, and any special certification requirements should be included.

4. Implementation Procedures. Ordinarily each step in this sequence is completed before the subsequent step is initiated.

a. Step 1. The laboratory must submit its qualifications. This submittal may be in the form of an off-the-shelf Quality Management Manual (LQMM) or in some other format. Blank information tables can be requested from CEMRD. The submittal includes the following information:

- General Lab Information:
  (1) Lab name, address, POC, phone #; lab age, number of employees; square footage, etc.
  (2) Type of analytical work routinely performed;
  (3) Organizational chart and floor plan;
  (4) Special capabilities.

- List of previous evaluation/validation programs and most recent results.

- List of EPA and USACE contracts held in the last two years.

- Copy of lab certificates for other environmental programs or states.

• Chart of employee training and experience or chronological resumes.

• Copy of QA manual and/or in-house SOP's for analyses to be conducted for the contract including all internal quality control practices.

• List of instruments to be used for the contract and date of purchase.

The laboratory is requested to furnish above information promptly for review. If it appears that the capabilities of the laboratory are adequate to meet project requirements, CEMRD will initiate Step 2.

b. Step 2. The Corps of Engineers will provide the laboratory with performance audit (PA) samples through CEMRD-ED-GC. Arrangements will be made with the laboratory for the analysis of these samples. The results will be submitted as directed within 20 working days after receipt of the PA samples. Failure to analyze these samples correctly and within the required time frame may result in termination of the validation process. Ordinarily the laboratory is not reimbursed for costs involved in the analysis of the PA samples. The details of payment must be clarified in advance. If any of the results are unacceptable, a second set of PA samples may be allowed.

(1) The performance audit samples are method and matrix specific. The results are considered passing if a particular method has no results outside three standard deviations as determined by USACE, and no more than two parameters outside two standard deviations. Often a laboratory will be contacted if problems such as dilution or calculation errors can be identified.

c. Step 3. On-site inspection. A representative of CEMRD will inspect the contract laboratory only after Steps 1 and 2 have been successfully completed. All in-house SOPs will be reviewed. Any problems encountered with the performance audit samples will be discussed with laboratory management at the time of the inspection. The inspecting team will prepare a detailed report using the format specified by CEMRD and submit this to CEMRD-ED-GC. An exit interview will be held with lab personnel in which any problems encountered are discussed. The project manager or contracting officer and/or the assigned QA laboratory will be invited to send a representative to the inspection.

5. Conclusion. CEMRD will evaluate lab performance on the preceding steps and make a validation decision. A letter and a copy of the inspection report will be sent to the USACE personnel who initiated the validation process and to the laboratory. Ordinarily the letter will specify the methods and matrices, the project(s) and the time period (usually 18 months) for which the validation is granted. If specific recommendations are made by the inspectors, the lab is required to respond to CEMRD within a given time frame. Centralized records of validations and lab performances are kept at CEMRD-ED-GC. If a laboratory obtains a second contract within the eighteen month period, previous performances will be checked. If different analytes/matrices are involved in the second contract, only those performance audit samples will be sent. If work done for the Corps by the lab has been satisfactory, no further action will be necessary. **A validated laboratory may not subcontract USACE samples to a second laboratory without the knowledge and approval of the contracting officer and unless the second laboratory is validated for the parameters concerned.**

6. Renewal of Validation. Towards the close of the eighteen month period CEMRD-ED-GC will notify USACE users of laboratories of the pending expiration of validation. When the next contract is awarded, the validation will be renewed. After considering use of the lab and previous performance, CEMRD-ED-GC will determine which of the steps in Part II will apply to the revalidation process.

APPENDIX D

GUIDE TO THE PREPARATION OF THE CHEMICAL DATA ACQUISITION PLAN

1. Definition and Responsibility. Chemical Data Acquisition Plan (CDAP)--a document prepared by an Architect-Engineer firm, a Contractor or USACE for all field activities, laboratory activities, and contract deliverables related to the acquisition and reporting of chemical data for HTW investigation or remedial activities. For the convenience of the sampling team, field activities may be bound separately; however for purposes of cost this should not be considered a separate document. The CDAP must be approved by the CO prior to initiation of field work. In the event corrections and comments on the draft are provided by the CO, the changes shall be incorporated by the authors in a revised plan before final approval is given. It should be noted that the purpose and content of the CDAP are essentially the same as the Quality Assurance Project Plan (QAPjP) required for Superfund investigations by the EPA. On Superfund projects QAPjP guidance may be followed as an alternative to this appendix, but ordinarily the Contract Laboratory Program (CLP) should not be used in its entirety (CLP analytical methods may be specified as well as a CLP type data validation).

2. Applicability. This guide applies to all HTW investigative, pre-design, and remedial activities undertaken by USACE. A CDAP will be prepared for each activity and submitted to the appropriate USACE personnel for review, comments, and recommendations. The identification of these reviewers for each type of project is found in Tables 4, 5, and 6 in Appendix A. Once approved, the CDAP is considered part of the contract and is enforceable as such.

3. USACE Chemical Quality Data Management. USACE requires that quality control (QC) and quality assurance (QA) samples be collected and analyzed by the contract laboratory and the USACE QA laboratory, respectively. These QC and QA samples include splits or replicates of field samples, rinsate blanks, trip blanks and background soil and groundwater samples. QC samples, which represent approximately 10% of the field samples, help the prime contractor to identify and diagnose problems related to sampling and analysis. QA samples, which represent approximately 10% of the field samples, are sent to a USACE QA laboratory by overnight delivery for government monitoring of sampling and contract laboratory performance. For additional guidance on chemical quality assurance, see Appendix E. When

the following procedures, performed by the USACE QA laboratory, demonstrate that contract requirements for chemical quality control were not met, contractor resampling and reanalysis may be required by the contracting officer.

a. Inspection of QA samples to insure that sampling procedures correspond to Chemical Data Acquisition Plan (CDAP) with regard to sample containers, preservation, labeling, and chain of custody.

b. Analyses of QA samples.

c. Evaluation of contractor deliverables specified in Chemical Data Acquisition Plan (CDAP).

d. Comparison of analytical results obtained by contract laboratory and USACE QA laboratory from split or replicate samples. The procedures for obtaining QA laboratory services are in Appendix E to ER 1110-1-263.

4. Contract Laboratory Validation. Any laboratory performing chemical analyses shall be validated by USACE Missouri River Division (MRD). Laboratories are validated for each environmental matrix and each specific analytical method to be employed. If the prime contractor selects a laboratory which has a current (within one year) validation for all analytes and matrices specific to its project, additional evaluation will not be necessary. A request for the evaluation of commercial laboratory should be sent to CEMRD to verify the status of the contract laboratory(ies). If the prime contractor selects a laboratory which does not have a current validation, the laboratory shall be validated prior to approval of the CDAP. Commercial laboratory validation procedures are in Appendix C to ER 1110-1-263. **Samples may not be subcontracted to another laboratory without knowledge and approval of the contracting officer and unless the second laboratory is validated for the parameters concerned.**

5. The CDAP shall address the following topics, not necessarily in the presented order within subsections.

SECTION 1.0	TABLE OF CONTENTS
SECTION 2.0	PROJECT DESCRIPTION
SECTION 3.0	CHEMICAL DATA QUALITY OBJECTIVES - GENERAL DISCUSSION
SECTION 4.0	AE CONTRACTOR PROJECT ORGANIZATION AND FUNCTIONAL AREA RESPONSIBILITIES.
SECTION 5.0	FIELD ACTIVITIES

7.2.8 Internal Quality Control Checks
7.2.9 Corrective Action
7.2.10 Data Reduction, Validation, and Documentation
7.3 Analytical Method 3, etc.

SECTION 8.0 CDQM DELIVERABLES
SECTION 9.0 REFERENCES

6. Project Description (SECTION 2.0 in Table of Contents). This section of the CDAP shall include a description of the work site and any unusual conditions. Anticipated project start and completion dates shall be estimated. This section shall also provide a summary of past and future work at the site including past chemical data of significance as well as a presentation of the multi-media sampling to be carried out in the present work effort.

7. Chemical Data Quality Objectives (SECTION 3.0 in Table of Contents). This section of the CDAP shall include a description of the general scope of work and relevant background information as it relates to the acquisition of chemical analytical data. State the objectives of the project: what questions must be answered and what decisions must be made; one specific objective may be completion of the USACE Hazardous Ranking System. Describe the level and extent of chemical data required to answer questions and support decisions during the project: the approach for sample collection, sample analysis, and QA/QC which will result in the required chemical data. The extent of analytical effort and data validation procedures to be required must be specified. Guidance for this requirement can be found in "Data Quality Objectives for Remedial Response Activities", EPA 540/G-87/003.

8. Contractor Project Organization and Functional Area Responsibilities (SECTION 4.0 in Table of Contents). The project organization for the prime contractor and any subcontractors shall be clearly defined with a discussion of quality control responsibilities. The prime contractor's Quality Assurance (QA) Officer shall report to a responsible senior officer of the company (i.e., QA management shall be separate from project management). A list of all individuals shall be provided and will include QC officers for the various components (those responsible for initiating and carrying out corrective actions and those involved in the data reporting sequence) and all analytical laboratory personnel (supervisors, chemists, and technicians). Resumes of all non-laboratory AE/Contractor personnel listing education and experience are

required, including personnel collecting samples. List the names of field personnel that will wear monitoring equipment. The name of the contract laboratory with a brief description of location, facilities and capabilities should be included.

9. Field Activities. Briefly summarize types of field activities required by the project.

10. List of Equipment, Containers, and Supplies to be taken to the Field (SECTION 5.1 in the Table of Contents). This section of the CDAP shall include all sample screening equipment to be used (brand, model, serial number) and a description of its calibration as well as sampling equipment, decontamination supplies and sample containers (specific numbers and types).

11. Sampling Locations (SECTION 5.2 in Table of Contents). This section of the CDAP shall provide the location of each sampling point on a site map. These locations shall be identified by the AE/Contractor after a visual inspection if they are not already specified in their Scope of Services or in the Specifications. In addition, at least one soil sample and one groundwater sample shall be collected in areas presenting the least potential for contamination and shall be used as background samples if this data has not been obtained in a previous phase. This section shall describe the rationale that governed the selection of sampling locations.

12. General Information and Definitions (SECTION 5.3 in Table of Contents). Some commonly used definitions are given below.

a. Contractor Laboratory. The laboratory performing analysis of the field samples. This may be an AE laboratory, a Remedial Action contractor laboratory or a laboratory subcontracted by either.

b. QA and QC Samples. Samples analyzed for the purpose of assessing the quality of the sampling effort and of the analytical data. QA and QC samples include splits or replicates of field samples, rinsate blanks, trip blanks, and background (up gradient) samples.

c. QC Samples. Quality Control samples are collected by the sampling team for use by the contractor's laboratory. The identity of these samples is held blind to the analysts and laboratory personnel until data are in deliverable form. The purpose of the sample is to provide site specific field originated checks that the data generated by the contractor's

analytical lab are of suitable quality. QC samples represent approximately 10% of the field samples.

d. QA Samples. Samples sent to a USACE QA laboratory by overnight delivery and analyzed to evaluate AE and contractor laboratory performance. QA samples represent approximately 10% of the field samples. The contractor shall coordinate with the designated QA laboratory not less than 48 hours before sampling to assure that the QA laboratory is alerted to receive the QA samples
and process them within the time limits specified by applicable EPA regulations and guidelines.

e. Split Samples. Samples that are collected as a single sample, homogenized, divided into two or more equal parts, and placed into separate containers. The sample shall be split in the field prior to delivery to a laboratory. Ordinarily split samples are analyzed by two different laboratories.

f. Replicate (duplicate, triplicate, etc.) Samples. Multiple grab samples, collected separately, that equally represent a medium at a given time and location. This is the required type of collocated sample for volatile organic analyses and most groundwater and surface water samples.

g. Rinsate Blank. Samples consisting of reagent water collected from a final rinse of sampling equipment after the decontamination procedure has been performed. The purpose of rinsate blanks is to determine whether the sampling equipment is causing cross contamination of samples.

h. Trip Blank. Containers of organic-free reagent water that are kept with the field sample containers from the time they leave the laboratory until the time they are returned to the laboratory. The purpose of trip blanks is to determine whether samples are being contaminated during transit or sample collection. Trip blanks pertain only to volatile organic analyses; therefore, the containers must contain no headspace. Only one trip blank is needed for one day's sampling and shall satisfy trip blank requirements for all matrices for that day if the volatile samples are shipped in the same cooler.

13. Sampling and Preservation Procedures (SECTION 5.4 in Table of Contents). The CDAP shall include a table, which lists sampling locations, matrix (waste, soil, water, etc.), number of field samples, number of split or replicate samples, and number of rinsate or trip blank samples. Specific sampling, preservation, etc. details shall be included. All details

shall meet the requirements of one of the following: (a) EPA SW-846 method; (b) another EPA method; (c) ASTM method; (d) NIOSH method (for air sampling); or (e) another accepted published method. Container and preservation requirements shall meet the USACE Sample Handling Protocol (Appendix F to ER 1110-1-263). Each table entry shall include the reference, if any, from which the specifications were taken. Any modifications to the standard methods must be approved by the CO with the concurrence of the QA laboratory prior to their use. All methods should be referenced to the most recent edition of their source. If a standard method is not available, the AE/Contractor or subcontractors shall propose a nonstandard method with validation data for approval by the CO.

14. Details of Sampling and Preservation Procedures. The composition and volume of sample containers shall be specified along with a description of their preparation and cleaning. Sampling equipment directly contacting the sample shall be stainless steel or Teflon. The CDAP shall describe the cleaning of equipment and precautions for prevention of sample cross contamination during collection. Any field screening methods employed to select samples for analysis shall be discussed in detail. Compositing and homogenizing procedures shall be included. Sample containers, volumes, preservatives and holding times for the common analyses in low concentration are presented in Table D-1. A more detailed table is presented in the Sample Handling Protocol (Appendix F).

a. Soil Sampling Procedure. Using stainless steel or Teflon sampling equipment enough solid is removed from a specified depth to fill the required containers. The volatile organic samples should be removed first with as little mixing as possible. The remaining soil shall be placed in a clean stainless steel bowl and mixed thoroughly with stainless steel implements (spoons, spades, etc.), then divided among the sample containers to be filled and properly preserved. QC and/or QA sample containers shall be filled from the same mixture as one of the samples.

b. Groundwater Sampling Procedure. Valid, representative samples must be obtained. Before a sample is collected from a well, the water level shall be measured and recorded. Then the well snall be pumped or bailed with clean equipment to remove a quantity of water equal to at least three times the submerged volume of the casing and filter pack. If the well does not recharge fast enough to permit removing three casing volumes, the well shall be pumped or bailed dry, and sampled as soon as sufficient recharge has occurred. The field parameters of pH,

conductivity and temperature must be stable before sampling. Containers to be analyzed for volatiles should be filled first allowing no headspace and with as little disturbance of the water as possible. If preservative is added to the bottles prior to shipment to the field, care must be taken not to overfill the containers and pH must be measured on samples where a value is specified.

c. Other Matrices. Sampling methods and equipment used shall meet the requirements of EPA or NIOSH methods.

15. Field Documentation (SECTION 5.5 in Table of Contents). The system for identifying and tracking the samples shall be described, and shall include the recording of field data in permanently bound notebooks along with the method of relating the field data to the proper samples. All field documentation shall be done in indelible ink. Daily Quality Control Reports shall be prepared daily, dated, signed by the site manager, and sent to the CO. These reports shall include (with respect to chemistry) weather information at the time of sampling, samples taken with reference given to appropriate sections of the CDAP, field instrument measurements and calibrations. Any deviations from the CDAP shall be stated. All field documentation will become part of the project files.

16. Sample Chain of Custody and Transportation (SECTION 6.0 in Table of Contents). All sample labeling, packing, transportation and chain of custody procedures shall follow the USACE Sample Handling Protocol (Appendix F to ER 1110-1-263).

17. Laboratory Analytical Procedures (SECTION 7.0 in Table of Contents). Specific laboratory procedural details shall be included. Each method shall be specified exactly and in detail by one of the following: (a) reference to an EPA SW-846 method; (b) reference to another EPA method; (c) reference to an ASTM method; (d) reference to a NIOSH method (for air analysis); (e) reference to another accepted published method; (f) reference to an accepted published method with a description of any deviations from the published procedure; or (g) complete description of the procedure, e.g., copies of laboratory instructions. EPA SW-846 methods shall be used where possible. Generally, nonstandard methods are not allowed. In special cases that require the consideration of nonstandard methods, the contract laboratory shall be prepared to provide validation data. The use of proposed nonstandard methods requires prior approval of the CO. A list of sample preparation and analytical methods most frequently used is presented in Table D-2. A table shall be included which lists for each matrix

sample preparation method number, analytical method number, analytes and laboratory quantitation limits.

18. Preventive Maintenance. The instrument, including manufacturer, model, accessories, etc., shall be specified and preventive maintenance shall be described. Preventive maintenance shall be performed by qualified personnel. Records of repairs, adjustments and calibrations shall be maintained and available for inspection by the CO on request.

19. Instrument Calibration and Frequency. Description of the procedure used for calibration and frequency of checks is required for each instrument or method. These shall be consistent with the requirements of the contract and the analytical method.

20. Analytical Methods. Include the required concentration range and data on the sensitivity (detection limits), precision, and accuracy when this information is not included in the method. Indicate how preexisting data on sensitivity, precision, and accuracy were determined, and procedures to be used to validate the method. State source and purity of analytical reference materials and laboratory chemicals necessary to perform the analyses. Nominal detection limits for common analytes are given in Tables D-3 and D-5. DQO's for specific projects will affect the value of required detection limits and goals for precision, accuracy and completeness.

21. Method Specific Data Quality Objectives. Provide objectives for precision, accuracy, detection limits, and completeness. DQO's for accuracy and precision established for each measurement parameter will be based on prior knowledge of the specific measurement system used and method validation studies employing replicate analyses, spikes, standards, calibrations, recoveries, control charts and project specific requirements. Completeness refers to the amount of valid data obtainable (by the specific method in the laboratory used with the instrument to be employed) from a measurement system compared to the expected amount of data, and is usually expressed as a percentage.

22. Quality Control Checks. Quality control checks are necessary to evaluate performance reliability for each measurement parameter. Describe procedures to assess the precision, accuracy and completeness of the measurement. The numbers and types of internal laboratory QC checks and samples proposed (e.g., blanks, duplicates, splits, spikes, surrogates, and reference standards, as applicable) shall be defined

clearly. At a minimum these must be run at the rates prescribed in the individual methods. The laboratory's established practice for including control samples among the samples analyzed and any additional controls required by the present project shall be described. Describe the feedback systems used to identify problems by means of the results obtained from control samples. Limits of data acceptability shall be included. Results from laboratory internal quality control checks shall be reported with the analytical data. Standard forms should be used, preferably CLP or SW-846 recommended format.

23. Corrective Action. Plans for corrective actions to be taken when results appear unusual, questionable, or limits of acceptability are exceeded shall be included. When limits of acceptability are exceeded, information justifying the poor recovery or precision shall be documented. Describe how reestablishment of control is demonstrated.

24. Data Reduction, Validation, and Documentation. Equations, including units, required to calculate the concentration or value of the measured parameter, shall be included. Describe the data management systems which collect raw data, store data, and document quality control data. If statistical procedures are used for data review before reporting, include descriptions. Data validation procedures and organization shall be specified. Data validation shall be conducted as determined by the Data Quality Objectives.

25. CDQM Deliverables (SECTION 8.0 in Table of Contents). The contractor shall address the frequency and content of chemical data quality control reports that shall be submitted during the project.

a. Daily Quality Control Report (DQCR) during field activities.

b. Daily Quality Control Report from the contract laboratory if this is required in the specifications or Scope of Work.

c. Departure From Approved Plans. Include problems identified, corrective actions, and verbal/written instructions from USACE personnel for sampling or re-analysis. These reports of significant problems should be sent to the CO within 48 hours of the occurrence.

d. Data Report to the QA Laboratory. The contractor's data must be submitted to the designated quality assurance laboratory (for data validation and comparison purposes) as soon as it is available. This submittal should include all sample, blank and internal quality control results such as spike and surrogate recoveries and agreement between replicate analyses. Interim data reports may be requested if the project warrants. A complete data set should also be submitted to the executing FOA for evaluation. If the submission of raw data such as chromatograms is required, it should be specified in the approved CDAP.

e. Quality Control Summary Report (QCSR)/Final Investigation Report. Ordinarily these reports are completed within thirty days of the availability of results. The QCSR addresses quality control practices employed and summarizes the DQCR. For investigative activities the QCSR may be included in the Final Investigation Report.

f. Final Investigation Report. (For investigation projects).

TABLE D-1

SAMPLE CONTAINERS, PRESERVATION AND HOLDING TIMES

Matrix	Parameter[1]	Container[2]	Preservation[3]	Maximum Holding Times[4] Extraction	Analysis
Water	Volatiles	2 x 40 mL G, Septa vial	Ice to 4°C 4 drops con HCl or $NaHSO_4$ to pH < 2	-	14 d
Water	B/N/A	2 x 1 L amber G	Ice to 4°C	7 d	40 d
Water	PCBs, Pesticides	2 x 1 L amber G	Ice to 4°C	7 d	40 d
Water	Metals[5]	1 x 1 L P	HNO_3 to pH<2	-	6 mo[5]
Water	TRPH	2 x 1 L amber G	Ice to 4°C HCl to pH<2	-	28 d
Water	Common anions[6]	1 x 1 L G	Ice to 4°C	-	28 d[6]
Water	Explosives	2 x 1 L amber G	Ice to 4°C	7 d	40 d
Water	Cyanide	1 x 1 L P	Ice to 4°C NaOH to pH > 12	-	14 d
Soils/ Sed.	Volatiles	2 x 40 mL or 2 x 125 mL G, Septa vial	Ice to 4°C	-	14 d
Soils/ Sed.	B/N/A, PCBs Pesticides	1 x 8 oz G	Ice to 4°C	14 d	40 d
Soils/ Sed.	Metals, Cyanid TRPH	1 x 8 oz G	Ice to 4°C	-	6mo[5] (TRPH: 28d)
Soils/ Sed.	Explosives	1 x 4 oz G	Ice to 4°C	14 d	40 d

TABLE D-1 (cont'd)

1. B/N/A = Base/Neutral/Acid extractable organics; TRPH = Total Recoverable Petroleum Hydrocarbons.

2. All containers must have Teflon-lined seals (Teflon-lined septa for VOA vials). G = Glass; P = High density polyethylene.

3. Sample preservation will be done in the field immediately upon sample collection. If preservative is added to the bottles prior to shipment, care must be taken not to overfill them and pH should be checked. If samples are filtered in the field, differential pressure methods and 45 micron filters will be used. (Preservative is added after filtration.) VOA samples must never be filtered.

4. When only one holding time is given, it implies total holding time from sampling until analysis.

5. Total Recoverable Metals for water samples. Holding time for Hg is 28 days; for Cr(VI) is 24 hours.

6. Cl^-, Br^-, F^-, NO_3^-, NO_2^-, PO_4^{3-}, SO_4^{2-}; 1 L for each method; orthophosphate requires filtration. Holding time for analysis is 48 hours for NO_2^-, NO_3^-, and PO_4^{3-} if not preserved with H_2SO_4 to pH < 2.

TABLE D-2
EPA METHODS FOR SAMPLE ANALYSIS

Part 1. General Information. All sample analyses of water or soils will be performed using standard EPA methods as listed below. All procedures specified must be followed exactly with no deviations unless modifications are specifically authorized by the government's QA laboratory. All method QC requirements will be followed explicitly. The running of QC duplicates and spike samples shall be in accordance with the laboratory QA/QC Plan as set forth in the LQMP, or at a minimum rate of 1 in 20 but at least 1 per batch. The detection limits stated in each method must be met by the AE laboratory. All samples must be extracted and analyzed within the specific holding times specified by each method. All analyses must be performed by the validated laboratory (in-house) and may not be subcontracted out to another laboratory. EPA-CLP methods may be substituted for analytical parameters included in the CLP Statements of Work.

Part 2. Methods for the Determination of Metals (RCRA and Priority Pollutants) by Atomic Absorption and Inductively Coupled Plasma

		Extraction and Analysis Method[2]		
Metal	Technique[1]	Soil/Sed.	Groundwater[2]	Surface Water[2]
Antimony (Sb)	DA	CLP[4]/7040	3005/7040	204.1
	GF	CLP[4]/7041	3020/7041	204.2
	ICP	CLP[4]/6010	3005/6010	200.7
Arsenic (As)	GF	3050/7060	Inc[3]/7060	206.2
	H	Inc[3]/7061	Inc[3]/7061	206.3
Barium (Ba)	DA	3050/7080	3005/7080	208.1
	GF	3050/7081	3020/7081	208.2
	ICP	3050/6010	3005/6010	200.7
Beryllium (Be)	DA	3050/7090	3005/7090	210.1
	GF	3050/7091	3020/7091	210.2
	ICP	3050/6010	3005/6010	200.7
Cadmium (Cd)	DA	3050/7130	3005/7130	213.1
	GF	3050/7131	3020/7131	213.2
	ICP	3050/6010	3005/6010	200.7
Calcium (Ca)	DA	3050/7140	3005/7140	215.1
	GF	-	-	-
	ICP	3050/6010	3005/6010	200.7

Table D-2 (Cont'd)

Metal	Technique[1]	Extraction and Analysis Method		
		Soil/Sed.	Groundwater[2]	Surface Water[2]
Chromium (Cr)	DA	3050/7190	3005/7190	218.1
	GF	3050/7191	3020/7191	218.2
	ICP	3050/6010	3005/6010	200.7
Copper (Cu)	DA	3050/7210	3005/7210	220.1
	GF	3050/7211	3020/7211	220.2
	ICP	3050/6010	3005/6010	200.7
Iron (Fe)	DA	3050/7380	3005/7380	236.1
	GF	3050/7381	3020/7381	236.2
	ICP	3050/6010	3005/6010	200.7
Lead (Pb)	DA	3050/7420	3005/7420	239.1
	GF	3050/7421	3020/7421	239.2
	ICP	3050/6010	3005/6010	200.7
Manganese (Mn)	DA	3050/7460	3005/7460	243.1
	GF	3050/7461	3020/7461	243.2
	ICP	3050/6010	3005/6010	200.7
Mercury (Hg)	CV	Inc[3]/7471	Inc[3]/7470	245.1
Nickel (Ni)	DA	3050/7520	3005/7520	249.1
	GF	-	-	249.2
	ICP	3050/6010	3005/6010	200.7
Selenium (Se)	GF	3050/7740	Inc[3]/7740	270.2
	H	Inc[3]/7741	Inc[3]/7741	270.3
Silver (Ag)	DA	3050/7760	Inc[3]/7760	272.1
	GF	3050/7761	Inc[3]/7761	272.2
	ICP	3050/6010	3005/6010	200.7
Sodium (Na)	DA	3050/7770	3005/7770	273.1
	GF	-	-	273.2
	ICP	3050/6010	3005/6010	200.7
Thallium (Tl)	DA	3050/7840	3005/7840	279.1
	GF	3050/7841	3020/7841	279.2
	ICP	3050/6010	3005/6010	200.7
Zinc (Zn)	DA	3050/7950	3005/7950	289.1
	GF	3050/7951	3020/7951	289.2
	ICP	3050/6010	3005/6010	200.7

Table D-2 (Cont'd)

Part 2. Methods for the Determination of Metals (RCRA and Priority Pollutants) by Atomic Absorption and Inductively Coupled Plasma (continued)

NOTES:
1. Abbreviations: DA = Direct Aspiration; GF = Graphite Furnace; H = Hydride; CV = Cold Vapor; ICP = Inductively Coupled Plasma.

2. (a) Any water samples may be analyzed by the groundwater techniques. Groundwater samples must be analyzed by these techniques. Surface water and other water samples (drinking, silo, leachate, etc.) may be analyzed by the 200-series or the SW-846 series methods.

(b) Other extraction procedures may be appropriate instead of those listed. Methods 3010 (for flame and ICP) and 3020 (for graphite furnace) are used as extraction procedures for Total Metals and are used in TCLP methodology. Method 3040 is used to extract metals from oily wastes (greases, waxes, etc.).

(c) All 200 series methods are from EPA 600/4-79-020 (1983) "Methods for Chemical Analysis of Water and Wastes"; all other methods are from SW-846 (1986), "Test Methods for Evaluation of Solid Waste".

3. Method-specific extraction procedure is incorporated into method.

4. Follow CLP sample preparation procedures. Existing guidance in SW-846 is inadequate in this regard.

Table D-2 (Cont'd)

Part 3. Methods for the Determination of Non-Metallic Analytes

Organic Analytes	Technique[1]	Analytical Methods Soil/Sed	Groundwater[2]	Surface Water[2]
Halogenated Volatile Organics	GC	5030/8010	5030/8010[3]	601[3]
Non-Halogenated Volatile Organics	GC	5030/8015	5030/8015[3]	602[3]
Aromatic Volatile Organics	GC	5030/8020	5030/8020[3]	602[3]
Organochlorine Pesticides and PCBs	GC	3540/8080 3550/8080	3510/8080 3520/8080	608
Organophosphorus Pesticides	GC	3540/8140 3550/8140	3510/8140 3520/8140	
Chlorinated Herbicides	GC	Inc[4]/8150	Inc[4]/8150	509B[10]
Volatile Organics	GC/MS	Inc[4]/8240	Inc[4]/8240	624
Base/Neutral Semi-volatile Organics	GC/MS[5]	3540/8250 3550/8250 3540/8270 3550/8270	3510/8250 3520/8250 3510/8270 3520/8270	625
Acid Semivolatile Organics	GC/MS	3540/8250 3550/8250 3540/8270 3550/8270	3510/8250 3520/8250 3510/8270 3520/8270	625
Dioxins, etc.	GC/MS	Inc[4]/8280	Inc[4]/8280	613
Polynuclear Aromatic Hydrocarbons	HPLC	3540/8310 3550/8310	3510/8310 3520/8310	

Table D-2 (Cont'd)

Inorganic Analytes	Technique[1]	Analytical Methods: Soil/ Sediment	Ground-water[2]	Surface Water[2]
Total and Amenable Cyanide		9010 or 9012		335
Sulfide		9030	9030	376
Sulfate		9035, 9036, or 9038		375
Nitrate		9200	9200	353
Chloride		9250, 9251, or 9252		325
Common Anions[6]	IC			300.0 429[10]
Total Organic Carbon			9060	415
Oil and Grease	IR	9071/413.2	413.2	413.2
TRPH[7]	IR	9071/418.1[7]	418.1	418.1
Ignitability		1010 or 1020		
Corrosivity		9045	9040/1110	9040/1110
Reactivity		(Section 7.3.3 and 7.3.4 of SW-846)		
EP Toxicity		1310[8]	1310[8]	
TCLP		1311[8,9]	1311[8,9]	
pH		9045	9040	
Gross alpha and beta		9310	9310	
Explosives		____[11]	____[11]	____[11]

Table D-2 (Cont'd)

Part 3 continued:
NOTES:
1. Abbreviations: GC = Gas Chromatograph; GC/MS = Gas Chromatograph/Mass Spectroscopy; IC = Ion Chromatograph; IR = Infrared Spectroscopy; HPLC = High Pressure Liquid Chromatograph.

2. (a) All water samples may be analyzed by these techniques. Groundwater samples must be analyzed by these techniques. Surface water and other water samples (drinking, silo, leachate, etc.) may be analyzed by the 200-series or the SW-846 series methods. Soil or sediment preparation unless otherwise specified involves extration of a predetermined weight of the dried samples with a fixed anount (500 mL) of water.

(b) All 300-600 series methods are from EPA 600/4-79-020 (1983) "Methods for Chemical Analysis of Water and Wastes"; all other methods are from SW-846 (1986), "Test Methods for Evaluation of Solid Waste".

3. Direct injection may be used for high concentrations of contaminates in water. It is preferable to use Method 8240. If Method 8010, 8015, 8020, 601, or 602 is used, it is necessary to confirm results with a second GC column or a validation by GC/MS.

4. Method-specific extraction procedure is incorporated into method.

5. Either method may be used. Extract cleanup by Methods 3600 is usually also required.

6. Common anions are fluoride (F^-), chloride (Cl^-), bromide (Br^-), nitrite (NO_2^-), nitrate (NO_3^-), Orthophosphate (PO_4^{3-}), and sulfate (SO_4^{2-}).

7. Total Recoverable Petroleum Hydrocarbons. Follow extraction procedures 9071 through Step 7.11 and then dilute with Freon-113 to 100 mL.

8. Extraction procedure only. Analysis must follow.

9. Federal Register March 29, 1990. TCLP leachates are analyzed by one or more of the following methods. Scope must specify which analyses are to be performed on TCLP leachate extracts.

Table D-2 (Cont'd)

Metals: Methods 6010, 7060, 7470, and 7740
Pesticides: Method 8080
Herbicides: Method 8150
Volatile organics: Method 8240 (Zero headspace TCLP extraction required)
Semi-volatile organics: Method 8270

10. Standard Methods for the Examination of Water and Wastewater, 16th Edition, 1985.

11. USACE method developed by Cold Regions Research and Engineering Laboratory to be obtained from CEMRD.

Table D-3. Inorganic Analysis Nominal Values for Instrument Detection Limits[a].

Analyte:	User's Guide to CLP ug/L	SW-846 ICP ug/L	SW-846 AA-DA ug/L	SW-846 AA-GF ug/L
Aluminum, Al	200	45	100	-
Antimony, Sb	60	32	200[b]	3
Arsenic, As	10	53	2[b]	1
Barium, Ba	200	2	100	-
Beryllium, Be	5	0.3	5	0.2
Cadmium, Cd	5	4	5	0.1
Calcium, Ca	5000	10	10	-
Chromium, Cr	10	7	50	1
Cobalt, Co	50	7	50	1
Copper, Cu	25	6	20	-
Iron, Fe	100	7	30	-
Lead, Pb	5	42	100	1
Magnesium, Mg	5000	30	1	-
Manganese, Mn	15	2	10	-
Mercury, Hg	0.2	-	0.2[c]	-
Nickel, Ni	40	15	40	-
Potassium, K	5000	-	10[b]	-
Selenium, Se	5	75	2[b]	2
Silver, Ag	10	7	10	-
Sodium, Na	5000	29	2	-
Thallium, Tl	10	10	100	1
Vanadium, V	50	8	200	4
Zinc, Zn	20	2	5	-
Cyanide, CN^-	10	-	-	-

Important Note: These estimated instrument detection limits are to be used as a guide. The actual detection limits are matrix dependent and sample dependent. For ICP, each instrument must have an established analyte interference table as per Method 6010. See Method 6000 or 7000 for further guidance.

a. AA-DA = Atomic Absorption - Direct Aspiration
AA-GF = Atomic Absorption - Graphite Furnace

b. Gas hydride technique

c. Cold vapor technique

Table D-4. Volatile Organic Analysis Nominal Values for Practical Quantitation Limits

Analyte:	Ground Water ug/L	Low Soil Sediment ug/kg
Chloromethane	10	10
Bromomethane	10	10
Vinyl Chloride	10	10
Chloroethane	10	10
Methylene Chloride	5	5
Acetone	100	100
Carbon Disulfide	5	5
1, 1-Dichloroethene	5	5
1, 1-Dichloroethane	5	5
1, 2-Dichloroethene	5	5
Chloroform	5	5
1, 2-Dichloroethane	5	5
2-Butanone	100	100
1,1,1-Trichloroethane	5	5
Carbon Tetrachloride	5	5
Vinyl Acetate	50	50
Bromodichloromethane	5	5
1,2-Dichloropropane	5	5
cis-1,3-Dichloropropene	5	5
Trichloroethene	5	5
Dibromochloromethane	5	5
1,1,2-Trichloroethane	5	5
Benzene	5	5
trans-1,3-dichloropropene	5	5
Bromoform	5	5
2-Chloroethyl Vinyl Ether	10	10
4-Methyl-2-pentanone	50	50
2-Hexanone	50	50
Tetrachloroethene	5	5
Toluene	5	5
1,1,2,2-Tetrachloroethane	5	5
Chlorobenzene	5	5
Ethyl Benzene	5	5
Styrene	5	5
Xylenes (Total)	5	5

Table D-5. Semivolatile Organic Analysis Nominal Values for Practical Quantitation Limits

Analyte:	Ground Water ug/L	Low Soil Sediment ug/kg
Phenol	10	660
Bis (2-chloroethyl) ether	10	660
2-Chlorophenol	10	660
1,3-Dichlorobenzene	10	660
1,4-Dichlorobenzene	10	660
Benzyl alcohol	20	1300
1,2-Dichlorobenzene	10	660
2-Methylphenol	10	660
Bis (2-chloroisopropyl)ether	10	660
4-Methylphenol	10	660
N-Nitroso-di-n-dipropylamine	10	660
Hexachloroethane	10	660
Nitrobenzene	10	660
Isophorone	10	660
2-Nitrophenol	10	660
2,4-Dimethylphenol	10	660
Benzoic Acid	50	3300
Bis(2-chloroethoxy)methane	10	660
2,4-Dichlorophenol	10	660
1,2,4-Trichlorobenzene	10	660
Naphthalene	10	660
4-Chloroaniline	20	1300
Hexachlorobutadiene	10	660
4-Chloro-3-methylphenol	20	1300
2-Methylnaphthalene	10	660
Hexachlorocyclopentadiene	10	660
2,4,6-Trichlorophenol	10	660
2,4,5-Trichlorophenol	50	3300
2-Chloronaphthalene	10	660
2-Nitroaniline	50	3300
Dimethylphthalate	10	660
Acenaphthylene	10	660
2,6-Dinitrotoluene	10	660
3-Nitroaniline	50	3300
Acenaphthene	10	660
2,4-Dinitrophenol	50	3300
4-Nitrophenol	50	3300
Dibenzofuran	10	660
2,4-Dinitrotoluene	10	660
Diethylphthalate	10	660
4-Chlorophenyl phenyl ether	10	660
Fluorene	10	660
4-Nitroaniline	50	3300
4,6-Dinitro-2-methylphenol	50	3300

Table D-5. (Cont'd)

Analyte:	Ground Water ug/L	Low Soil Sediment ug/kg
N-Nitrosodiphenylamine	10	660
4-Bromophenyl phenyl ether	10	660
Hexachlorobenzene	10	600
Pentachlorophenol	50	3600
Phenanthrene	10	660
Anthracene	10	660
Di-n-butylphthalate	10	660
Fluoranthene	10	660
Pyrene	10	660
Butylbenzylphthalate	10	660
3,3'-Dichlorobenzidine	20	1300
Benzo(a)anthracene	10	660
Chrysene	10	660
Bis(2-ethylhexyl)phthalate	10	660
Di-n-octylphthalate	10	660
Benzo(b)fluoranthene	10	660
Benzo(k)fluoranthene	10	660
Benzo(a)pyrene	10	660
Indeno(1,2,3-cd)pyrene	10	660
Dibenzo(a,h)anthracene	10	660
Benzo(g,h,i)perylene	10	660

Table D-6. Pesticide/PCB Analysis Nominal Values for Practical Quantitation Limits

Analyte:	Ground Water ug/L	Low Soil Sediment ug/kg
Aldrin	0.04	2.7
alpha-BHC	0.03	2.0
beta-BHC	0.06	4.0
delta-BHC	0.09	6.0
gamma-BHC (Lindane)	0.04	2.7
Chlordane (technical)	0.14	9.4
4,4'-DDD	0.11	7.5
4,4'-DDE	0.04	2.7
4,4'-DDT	0.12	8.0
Dieldrin	0.02	1.3
Endosulfan I	0.14	9.4
Endosulfan II	0.04	2.7
Endosulfan sulfate	0.66	44.2
Endrin	0.06	4.0
Endrin aldehyde	0.23	15.4
Heptachlor	0.03	2.0
Heptachlor epoxide	0.83	55.6
Methoxychlor	1.76	117.9
Toxaphene	2.4	160.8
Aroclor-1016	0.5	80.0
Aroclor-1221	0.5	80.0
Aroclor-1232	0.5	80.0
Aroclor-1242	0.65	43.6
Aroclor-1248	0.5	80.0
Aroclor-1254	1.0	160.0
Aroclor-1260	1.0	160.0

APPENDIX E

USACE CHEMICAL QUALITY ASSURANCE

1. Purpose. This appendix defines the components of USACE HTW chemical quality assurance and delineates the responsibilities of those USACE elements which provide these services.

2. Applicability. The policies in this appendix apply to all HTW projects executed by USACE districts, divisions and other FOA and their contractors. Every project must be assigned a QA Laboratory. QA functions may not be contracted out directly by the FOA to commercial enterprises. Sample analysis may be performed by a commercial lab under direct contract to the USACE QA Laboratory.

3. Elements and Responsibilities of USACE Chemical Quality Assurance. CEMRD is appointed by HQUSACE to exercise the lead in Corps-wide chemical data quality management and maintain consistency in this effort for all HTW activities. The elements of chemical data quality management involved in quality assurance are document review, analysis of field quality assurance samples, generation of the Chemical Quality Assurance Report (CQAR), validation of commercial laboratories, and assignment of quality assurance responsibilities. The first three are responsibilities transferred to the assigned quality assurance laboratory for a given project. The latter two activities remain the responsibility of CEMRD.

4. Procedures. The following procedures are followed for each investigation and remedial activity involving chemical analysis.

a. The project manager/COR notifies CEMRD and the preferred QA Laboratory (CEMRD-ED-GL or the geographic USACE Division Laboratory) of the need for chemical quality assurance services. A suggested format is provided for this purpose. If a memorandum is preferred the same information should be included.

b. The proposed QA laboratory requests project specific assignment providing CEMRD with information on procedures which will be employed to discharge their responsibilities. The suggested format provided in this appendix or a memorandum which addresses the same information should be sent.

c. CEMRD confirms the assignment in writing to the project manager/COR and the Division Laboratory and monitors the chemical data quality management through oversight review of ER 1110-1-263

documents and review of the Chemical Quality Assurance Report. To facilitate this the quality assurance laboratory should send copies of their comments and of the CQAR to CEMRD as soon as these are available.

d. The quality assurance laboratory will either analyze the QA samples in-house or send them to a USACE validated commercial laboratory for analysis. Analysis in-house requires method and matrix-specific validation by CEMRD. Ongoing retention of validation requires periodic analysis of performance audit samples and laboratory site audits. Internal quality control specified in the methods--blanks, replicate analyses, spikes, surrogates, etc. must be included and reported in the analyses of the QA samples and results must be reported.

e. USACE quality assurance laboratories are required to maintain a Laboratory Quality Management Manual which is updated regularly. The manual should contain chronological resumes of all HTW chemistry personnel, a list of instruments and accessories with dates of purchase, and SOP's for the following activities:

(1) sample check-in, logging, and cooler packing procedure,

(2) in-house chain of custody,

(3) glassware cleaning,

(4) analytical procedures used in-house,

(5) data analysis and reporting,

(6) quality control procedures employed for each analytical method.

A copy of updated pages or the revised LQMM should be sent to CEMRD when these are generated.

f. The validation of commercial laboratories for nationwide USACE work is centralized at CEMRD. If a Division Quality Assurance Laboratory assists in this effort by sending an inspector to a commercial laboratory, CEMRD will be notified immediately by phone of general inspection results. A written report will be prepared by the inspector and sent to CEMRD within two weeks of the inspection date, and should not specify approval but rather make recommendations based on the inspection. The formats of the inspection checklist to be used and of the report will be provided to the inspector by CEMRD.

CEMRD will take into account all aspects of laboratory performance during evaluation and determine extent and length of validation, and make an approval recommendation to the requesting FOA.

5. Guidance on Field Quality Assurance Sample Rates. Quality Assurance Samples are duplicates and/or splits and field blanks which are sent to one of the USACE Division Laboratories to be analyzed and later compared in the CQAR with the contractor's results. Some attempt should be made to select contaminated samples for QA, as based on physical evidence such as appearance, odor, or field screening tests. Prior to determining the QA rates on a site, the following should be ascertained:

a. Number of Matrices - groundwater, surface water, soil, sediment, and waste are those most commonly encountered.

b. Whether dedicated sampling equipment will be used for each sampling event or decontamination in the field will be an issue.

c. Whether the QA splits or duplicates will be taken on the same sample as the contractor's QC or whether these will be staggered.

d. Whether the rinsates will be associated with samples which will be split for QA purposes (in most cases this would be advisable).

(1) In general samples which are taken for volatiles analyses are discrete collocated samples. Most groundwater and surface water samples also fall under this category. Soil and sediment samples which are taken for analytical methods other than volatiles should be thoroughly mixed in the field and then split for QC and/or QA purposes, with a portion going to the contractor as a regular sample.

(2) Trip blanks are relevant only when water samples are taken for volatile organics analysis. Ordinarily one trip blank is shipped in each cooler containing aqueous volatile samples. To reduce the number of trip blanks needed, it is recommended that all VOA samples be shipped in the same cooler. The trip blank is not to be opened at any time between its preparation and its analysis.

(3) The rinsates should be associated by sample number with the sample for which the equipment was decontaminated.

Rinsates taken for government quality assurance samples should be taken just prior to the QA sample. If the sample is analyzed first, and is clean, the rinsate and trip blanks need not be analyzed. If dedicated sampling equipment is used for each sampling event, rinsate blanks are not required.

(4) The Scope of Services or the CDAP for the site should contain a Data Quality Objectives section which discusses in some detail the rationale for the rates of QA which are selected for the site. The following are proposed minimum rates for the USACE QA samples.

a. DERP Site Inspection Confirmation Studies (usually a sample set of 1 to 20 samples per matrix).

(1) Soil or sediment -- 1 duplicate/split to be analyzed for all site specific analytes. Under some circumstances such as suspected heavy contamination, a rinsate may be advisable. See Section 5.d.(3) above.

(2) Groundwater -- 1 duplicate, 1 rinsate analyzed for all groundwater parameters, 1 trip blank analyzed only for volatiles.

(3) Surface water -- 1 duplicate, 1 rinsate analyzed for all surface water parameters. If volatiles are included among the parameters, ship VOA vials with groundwater VOA's to avoid the necessity of an additional trip blank.

(4) A background soil sample with no attendant blanks to be analyzed for metals, total recoverable petroleum hydrocarbons, volatiles, BNAs and PCBs/Pesticides if these are site-specific analytes for soils.

b. RI/FS or Pre-Design CDQM.

(1) Include 5-10% duplicates/splits or at least one per matrix for both QC and QA. If there is a possibility of litigation, the higher rate should probably be selected.

(2) A background soil sample should be included and analyzed for metals, volatiles, BNA's, PCB's/Pesticides, and total recoverable petroleum hydrocarbons if these are site-specific soil analytes. Additional background samples may be specified depending upon the degree of confidence needed in establishing background levels.

(3) Rinsates at the rate of one per day for water samples.

(4) Include 1 trip blank per shipping cooler containing water samples to be analyzed for volatiles.

c. Construction and other activities. Special projects such as pilot plant treatability studies, kinetic studies, leachate tests, etc. undertaken in Design/Construction stages require separate consideration. The rates of quality assurance should be decided on a case-by-case basis by the project manager or COR in concurrence with CEMRD. Ordinarily they will be somewhat less than 10%.

6. The Chemical Quality Assurance Report. The CQAR is written by the USACE Quality Assurance Laboratory and sent to the project manager within 30 days of receipt of the contractor's data and completion of the quality assurance data. This report should address the following concerns:

a. Overall performance of the laboratory--commercial or USACE--that analyzed the site primary samples,

b. Detailed evaluation of the contractor's data--laboratory blanks, replicate analyses, agreement between duplicates/splits, acceptability of spike and surrogate recoveries,

c. Comparison of the quality assurance analytical results with those of the project laboratory,

d. Any other problems or issues encountered such as packing and shipment errors, chain of custody failures, etc.

Tables should be prepared which compare the results for duplicates, splits and blanks sent to both laboratories. The quality assurance data with internal quality control results should be appended.

7. In-House Work. When a USACE Division Laboratory is functioning as the primary laboratory on a project, special arrangements for quality assurance should be made. If the samples are contracted out by the division laboratory, and only the QA samples are analyzed in-house, the final report written by the division laboratory would have to be modified to accommodate this arrangement. If the division laboratory is analyzing all of the project samples or a method subset of the samples in-house, ordinarily a second USACE Division Laboratory should be selected as the quality assurance laboratory for the project.

8. When the following procedures, performed by the designated USACE QA laboratory, demonstrate that contract requirements are not being met, resampling and/or reanalysis may be required by the COR at the expense of the contractor.

a. Inspection of QA samples to insure that sampling procedures correspond to the CDAP with regard to containers, preservation, labeling, packing, chain of custody, etc.

b. Analyses of QA samples,

c. Evaluation of contractor analytical deliverables specified in the CDAP,

d. Comparison of analytical results obtained by contract laboratory and USACE QA laboratory from split or duplicate samples.

(SAMPLE FORMAT)

TO: CEMRD-ED-GC FROM:_____ DATE:__/__/__

SUBJECT: **Request for USACE Project Specific Chemical Quality Assurance Assignment** (To be filled out by the Quality Assurance Laboratory)

Project Name:_____ Contract No.:_____

Superfund ___ FUDS ___ IRP ___ Other ___ Phase _____
Location:_____ State:_____

A-E/Contractor:_____ State:_____
USACE Project Manager:_____
Phone:_____ Address:_____

Approximate Sampling Dates:_____

Document to be reviewed: _____
_____
_____
_____

Reviewer: _____

QUALITY ASSURANCE SAMPLES:

MATRIX	METHOD	NO. OF SAMPLES	ANALYTICAL LABORATORY*	ESTIMATED COST‡

* Name of USACE validated laboratory to be used or designated "in-house" analyses.
‡ Include cost of review, sample checks, etc.

(SAMPLE FORMAT)

TO:_____ FROM:_____ DATE:__/__/__

SUBJECT: **Request for Government Quality Assurance Services**
(To be sent to the requested USACE Laboratory with a copy to CEMRD-ED-GC)

Project Name:_____ Contract No.:_____

Superfund ___ FUDS ___ IRP ___ Other ___ Phase _____
Location:_____ State:_____

A-E/Contractor:_____ State:_____
USACE Project Manager:_____
Phone:_____ Address:_____

Laboratory Name:_____
Address:_____
Phone:_____
POC:_____

Approximate Sampling
Dates:_____

The following QA Laboratory support is requested for the subject project: USACE Division Laboratory:_____

____ Review and comment on Draft _____
_____
_____
_____

____ Analysis and Reports of Quality Assurance Samples

METHOD	NO. OF WATER SAMPLES*	NO. OF SOIL/SEDIMENT SAMPLES‡

* Includes Blanks

‡ Includes Background Soil Sample

CF: CEMRD-ED-GC

APPENDIX F

SAMPLE HANDLING PROTOCOL FOR LOW, MEDIUM AND HIGH CONCENTRATION SAMPLES OF HAZARDOUS WASTE

1. Purpose. This protocol provides guidance on sample volumes, containers, packing, and shipping for low, medium, and high concentration environmental samples taken for chemical analysis.

2. Applicability. The guidance in this appendix applies to all samples taken by USACE for HTW chemical analysis. The requirements are consistent with those of the Environmental Protection Agency and all standard chemical methods generally used are included.

3. Low Concentration Samples. Low level samples are considered to be those collected off-site, around the perimeter of a waste site, or in areas where hazards are thought to be significantly reduced by normal environmental processes.

a. Waters.

(1) Organics.

(a) Bottle and Preservative Requirements.

- Four 1-liter amber glass bottles (Teflon-lined caps), iced to 4°C (may not be held at site over 24 hours). Remember: Leave some headspace!

- Two 40 mL glass VOA vials (with Teflon septa), iced to 4°C (may not be held at site over 24 hours). Fill completely! All air bubbles must be excluded. Add HCl (4 drops of concentrated HCl) or $NaHSO_4$ to pH < 2.

- The samples above are needed when Method 8240 is used to analyze for volatile (or purgeable) organics, when Methods 8250 or 8270 are used to analyze for Base/Neutral/Acid (B/N/A) extractable organics, and when Method 8080 is used to analyze for pesticides and PCB's. Two of the 1-L bottles are needed for 8250 or 8270 and two for 8080.

- o Oil and Grease, Total Organic Carbon (TOC) or TRPH. For each analyte, two 1-liter glass bottle (Teflon-lined cap), 5 mL 1:1 HCl (to pH < 2), and 4 °C. Leave headspace.

(b) Paperwork/Labels.

- o (ENG Form 5021-R) Chain of Custody Record. See attached example. It is important to note that only one site may be listed per form even if the sites have the same project number. Top original goes with the samples; a copy should be saved for the sampler's files.

- o Receipt for Samples. See attached example. This form complies with the requirements that the owner, operator, or agent-in-charge is legally entitled to: (1) a receipt describing the samples obtained from the site and; (2) a portion of each sample equal in weight or volume to the portion retained, if requested. The original form is retained for the Project Coordinator and a copy is given to the owner, operator, or agent-in-charge.

- o Sample Labels/Tags. See attached example. You must label the sample with a date, time of collection, site name, and brief description on a label that will not float/soak off - no masking tape, please. Use only indelible ink on all labels. Numbered sample labels should be used on all samples. Some projects may also require the use of sample tags in addition to labels.

(c) Packaging and Shipping.

- o Waterproof metal (or equivalent strength plastic) ice chests or coolers only.

- o After filling out the pertinent information on the sample label and tag, put the sample in the bottle or vial and screw on the lid. For bottles other than VOA vials, secure the lid with strapping tape. (Tape on VOA vials may cause contamination.) Then, secure the string from the numbered approved tag around the lid.

- o Mark volume level on bottle with grease pencil.

- Place about 3 inches of inert cushioning material such as vermiculite in the bottom of the cooler.

- Enclose the bottles in clear plastic bags through which sample tags and labels are visible, and seal the bag. Place bottles upright in the cooler in such a way that they do not touch and will not touch during shipment.

- Put in additional inert packing material to partially cover sample bottles (more than halfway). Place bags of ice around, among, and on top of the sample bottles. If chemical ice is used, it should be placed in a plastic bag.

- Fill cooler with cushioning material.

- Put paperwork (chain of custody record) in a waterproof plastic bag and tape it with masking tape to the inside lid of the cooler.

- Tape the drain shut.

- Secure lid by taping. Wrap the cooler completely with strapping tape at a minimum of two locations. Do not cover any labels.

- Attach completed shipping label to top of the cooler.

- Put "This Side Up" labels on all four sides and "Fragile" labels on at least two sides.

- Affix numbered and signed custody seals on front right and back left of cooler. Cover seals with wide, clear tape.

Remember that each cooler cannot exceed the weight limit set by the shipper.

(2) Inorganics.

(a) Bottle and Preservative Requirements.

- Metals. One 1-liter high density polyethylene bottle (Teflon-lined cap), adjust to pH < 2 with 1:1 HNO_3 (usually 3 mL).

- o Cyanides. One 1-liter high density polyethylene bottle (Telfon-lined cap), adjust to pH > 12 with NaOH (usually 2 mL of 10N NaOH or 4 pellets), and 4°C.

- o Sulfide. One 1-liter high density polyethylene bottle (Teflon-lined cap), 4 mL 2.0 N zinc acetate and adjust pH > 9 with NaOH, and 4°C.

- o Fluoride. One 1-liter high density polyethylene bottle (Teflon-lined cap), no preservative, and 4°C.

- o pH. No preservative. Must be measured twice immediately in field. Do not ship.

- o Ammonia, Total Kjeldahl Nitrogen, Nitrate/Nitrite. For each analyte, one 1-liter high density polyethylene bottle (Telfon-lined cap), adjust to pH < 2 with H_2SO_4 (usually 4 mL 1:1 H_2SO_4), and 4°C.

(b) Paperwork/Labels.

- o Inorganic Paperwork is the same as described for organics (see Section 3.a.(1).(b). above) and includes the Chain of Custody Record, Receipt for Samples, and Labels/Sample Tags. See previous examples and explanations.

(c) Packaging and Shipment.

- o Follow packaging and shipping requirements listed for organics (see Section 3.a.(1).(c). above). "Fragile" labels are optional for coolers not containing glass bottles. In cases where ice is not required (metals), fill cooler with only packing material. Once again, remember that the cooler must not exceed the shipper's weight limit.

b. Soils/Sediments (Organics and Inorganics).

(1) Bottle and Preservative Requirements.

- o Two 8-ounce glass wide mouth jars at least 3/4 full (Teflon-lined caps), iced to 4°C - one jar for organics (non-VOA) and one jar for inorganics. For analysis of volatiles in soil, two 40 mL VOA vials or two 125 mL jars with Teflon septa are used. These shoudl be completely filled and iced to 4°C.

(2) Paperwork/Labels.

- o Follow paperwork requirements listed for water samples in Section 3.a.(1).(b). above. See attached examples of forms.

(3) Packaging and Shipping.

- o Follow packaging and shipping requirements in Section 3.a.(1).(c). above. Be sure that the shipping cooler does not exceed the shipper's weight limits.

4. Medium Concentration Samples. Medium level samples are most often those collected on-site, in areas of moderate dilution by normal environmental processes.

a. Water/Liquids (Organics and Inorganics).

Note: Samples are not known to contain highly toxic compounds.

(1) Bottle and Preservative Requirements.

- o Four 32-ounce wide mouth glass jars (Teflon-lined caps), no preservatives, and iced to 4°C for B/N/A extractable organics and PCB/Pesticides (two jars for each method). Remember: Leave some headspace.

- o Two 40 mL glass VOA vials (Teflon septa), Iced to 4°C. Fill completely. No headspace.

- o Two 16-ounce wide mouth glass jars nearly full (Teflon-lined caps) one for metals and one for cyanides. (Preserved as for low level. See Section 3.a.(2).(a).)

(2) Paperwork/Labels.

- o See previous examples. Follow paperwork requirements in Section 3.a.(1).(b). for low concentration samples.

(3) Packaging and Shipping

- o Secure sample jar lids with strapping tape or evidence tape. At the same time secure string from USEPA numbered tag around lid.

- Mark volume level of bottle with grease pencil.
- Position jar in Ziploc bag so that tags may be read.
- Place about 1/2 inch of cushioning material in the bottom of metal can.
- Place jar in can and fill remaining volume of can with cushioning material.
- Close the can using three clips to secure lid.
- Write sample number on can lid. Indicate "This Side Up" by drawing an arrow and place "Flammable Liquid N.O.S." label on can. Personnel who ship samples must be sure to comply with DOT shipping regulations and not knowingly over-classify a sample prior to shipment. If the person shipping a sample knows that the sample is not a "Flammable Liquid" (i.e., a water phase sample or a soil sample), he should not classify it as "Flammable Liquid."
- Place about 1 inch of packing material in bottom of cooler.
- Place cans in cooler and fill remaining volume of of cooler with packing material. Add ice bags if required.
- Put paperwork in plastic bags and tape with masking tape to inside lid of cooler.
- Tape drain shut.
- After acceptance by shipper, tape cooler completely around with strapping tape at two locations. Secure lid by taping. Do not cover any labels.
- Place lab address on top of cooler.

Note: Write "Flammable Liquid N.O.S." on side of cooler if this is not marked on the margin of your DOT label.

- For all medium and high concentration shipments, complete shipper's hazardous material certification form.

- o Put "This Side Up" labels on all four sides sides, "Flammable Liquid N.O.S." and "Danger-Peligro" on all sides.

Note: "Danger-Peligro" labels should be used only when net quantity of samples in cooler exceeds 1 quart (32 ounces) for liquids or 25 pounds for solids. In other words, for our purposes "Danger-Peligro" labels will never be used for Flammable Solids N.O.S.

- o Affix number custody seals on front right and back left of cooler. Cover seals with wide, clear tape.

b. Soils/Sediments/Solids (Organics and Inorganics).

(1) Bottles and Preservatives Requirements.

- o For analysis of volatiles, two 40 mL VOA vials or two 125 mL jars with Teflon septa are used. These should be completely filled and iced to 4 °C.

- o Two 8-ounce wide mouth glass jars, 3/4 full (Teflon-lined caps), no preservatives, one jar for organics (non-VOA) and one jar for inorganics (metals and cyanide) or

- o Four 4-ounce wide mouth glass jars each 3/4 full (Teflon-lined caps), no preservative; two jars for organics (non-VOA) and two jars for inorganics.

(2) Paperwork/Labels.

- o See previous examples. Follow paperwork requirements listed in Section 3.a.(1).(b). for low concentration samples.

(3) Packaging and Shipping.

- o Follow packaging and shipping requirements listed in Section 3.a.(1).(c). for medium concentration water/liquids above substituting "Flammable Liquid N.O.S." with "Flammable Solid N.O.S."

5. High Concentration Samples (Hazardous: Determined Not to be D.O.T.-Defined Poison A). High concentration samples include those from drums, surface impoundments, direct discharges, and chemical spills, where there is little or no evidence of environmental dilution. High concentration (or high

hazard) samples are suspected to contain greater than 15% concentration of any individual chemical substituent.

a. Liquids (Organics and Inorganics).

(1) Bottle and Preservative Requirements.

- One 8-ounce wide mouth glass jar filled 1/2 to 3/4 full (Teflon-lined cap). No preservative.

(2) Paperwork/Labels.

(a) See previous examples. Follow paperwork requirements listed in Section 3.a.(1).(b). above.

(b) Shipper may require special forms to be completed before shipment of high hazard concentration samples.

(3) Packaging and Shipping.

- Follow packaging and shipping requirements listed in Section 3.a.(1).(c). above for medium concentration water/liquids.

b. Soils/Sediments/Solids (Organics and Inorganics).

(1) Bottle and Preservative Requirements.

- One 8-ounce wide-mouth glass jar filled 1/2 to 3/4 full (Teflon-lined cap). No preservative.

(2) Paperwork/Labels.

- See attached examples. Follow paperwork requirements in Section 3.a.(1).(b). above.

(3) Packaging and Shipping.

- Follow packaging and shipping requirements listed in Section 3.a.(1).(c). for medium concentration water/liquids, substituting "Flammable Liquid N.O.S." with "Flammable Solid N.O.S."

TABLE F-1

SAMPLE CONTAINERS, PRESERVATIVES, AND HOLDING TIMES

Low Concentration Samples

Matrix	Parameter[1]	Container[2]	Preservation[3]	Maximum Holding Times: Extraction)[4]	Maximum Holding Times: Analysis
Water	Volatiles	2 x 40 mL[8] G, Septa vial	Ice to 4°C 4 drops con HCl or $NaHSO_4$ to pH<2	-	14 d
Water	B/N/A	2 x 1 L[5,8] amber G	Ice to 4°C	7 d	40 d
Water	PCBs, Pesticides	2 x 1 L[5,8] amber G	Ice to 4°C	7 d	40 d
Water	Metals[6]	1 x 1 L P	HNO_3 to pH<2	-	6 mo[6]
Water	TRPH	2 x 1 L G	Ice to 4°C HCl to pH<2	-	28 d
Water	Common anions[7]	1 x 1 L[7] G	Ice to 4°C	-	28 d[7]
Water	Explosives	2 x 1 L G (amber)	Ice to 4°C	7 d	40 d
Water	Cyanide	1 x 1 L P	NaOH to pH>12 Ice to 4°C	-	14 d
Soils/ Sed.	Volatiles	2 x 40 ml G or 2 x 125 mL G, Septa vial	Ice to 4°C	-	14 d
Soils/ Sed.	B/N/A, PCBs, Pesticides	1 x 8 oz G	Ice to 4°C	14 d	40 d
Soils/ Sed.	Metals, Cyanide, TRPH	1 x 8 oz G	Ice to 4°C (Cyanide & TRPH)	-	6 mo[6] (TRPH: 28d)
Soils/ Sed.	Explosives	1 x 4 oz G	Ice to 4°C	14 d	40 d

TABLE F-2

SAMPLE CONTAINERS AND PRESERVATIVES[9]

Medium Concentration Samples

Matrix	Parameter[1]	Container[2]	Preservation[3]
Water/Liquid	Volatiles	2 x 40 mL G, Septa vial	Ice to 4°C[8]
Water/Liquid	B/N/A[5]	2 x 32 oz wide mouth jars, G	Ice to 4°C[8]
Water/Liquid	PCBs[5], Pesticides	2 x 32 oz wide mouth jars, G	Ice to 4°C[8]
Water/Liquid	Metals	1 x 16 oz wide mouth jar, G	HNO_3 to pH<2
Water/Liquid	Cyanide	1 x 16 oz wide mouth jar, G	Ice to 4°C
Water/Liquid	Explosives	2 x 1 L G (Amber)	Ice to 4°C
Soils/ Sediments	Volatiles	2 x 40 ml G or 2 x 125 mL G	Ice to 4°C
Soils/ Sediments	B/N/A, PCBs, Pesticides	1 x 8 oz wide mouth jar, G	---
Soils/ Sediments	Metals, Cyanide, TRPH	1 x 8 oz wide mouth jar, G	Ice to 4°C (Cyanide & TRPH)
Soils/ Sediments	Explosives	1 x 4 oz wide mouth jar, G	Ice to 4°C

High Concentration Samples

Matrix	Parameter[1]	Container[2]	Preservation
Liquid	All organic and inorganic analyses	1 x 8 oz wide mouth jar, G	---
Solid	All organic and inorganic analyses	1 x 8 oz wide mouth jar, G	---

1. B/N/A = Base/Neutral/Acid extractables; TRPH = Total Recoverable Petroleum Hydrocarbons

2. All containers must have Teflon-lined seals (Teflon-lined septa for VOA vials). G = Glass; P = High density polyethylene.

3. Sample preservation will be done in the field immediately upon sample collection. If water samples are filtered in the field, differential pressure methods using 45 micron filters will be used, and preservative added after filtration. VOA samples should never be filtered.

4. When only one holding time is given, it implies total holding time from sampling until analysis.

5. Three bottles are required on at least 5-10% (but at least one) sample so that laboratory can perform all method QC checks for SW-846 method.

6. Total Recoverable Metals for water samples. Holding time for Hg is 28 days in glass; for Cr(VI) is 24 hours.

7. Cl^-, Br^-, F^-, NO_3^-, NO_2^-, PO_4^{3-}, SO_4^{2-}; 1 L for each method; orthophosphate requires filtration. Holding time for extraction is 48 hours for NO_2^-, NO_3^-, and PO_4^{3-} if not preserved with H_2SO_4 to pH < 2.

8. Samples with residual chlorine present will be dechlorinated with sodium thiosulfate as specified in SW-846 (Third edition).

9. Holding times for medium concentration samples are the same as those specified for low concentration samples.

U.S. Army Corps of Engineers

Chain of Custody Record

(ER 1110-1-263)

Proj. No.	Project Name					Number of Containers								
Sampler: (Signature)														
Date	Time	Pres.	Grab	Comp	Site Code/Sample Number									Remarks:

FOR ILLUSTRATION PURPOSES ONLY

(Local reproduction authorized - blank masters available from local FMO)

Sampler Relinquished by:	Date/Time	Received by: (Sig.)	Date/Time	Hazards Associated with Samples
Relinquished by: (Sig.)	Date/Time	Received by: (Sig.)	Date/Time	
Relinquished by: (Sig)	Date/Time	Received for Laboratory by: (Sig.)	Date/Time	Remarks at time of receipt:
Custody Seal No.		Lab case No.:		

ENG Form 5021-R, Oct 90

Proponent: CEMP-RT

SAMPLE

U.S. Army Corps of Engineers

Chain of Custody Record

(ER 1110-1-263)

Proj. No. 017 | Project Name: ANY ARMY AMMUNITION PLANT

Sampler: (Signature) Marcia C Davies

Date 90	Time	Pres.	Grab	Comp	Site Code/Sample Number	Number of Containers	Volatile Organics	B/N/A	Total Metals	TRPH	Explosives			Remarks:
9/4	0930	4°C	X		AAAP-SB01-0001	2	X							Strong hydrocarbon odor
9/4	0935	4°C	X		AAAP-SB01-0001	1		X	X		X			" " "
9/4	0937	4°C	X		AAAP-SB01-0001	1				X				" " "
9/4	1035	pH<2 HNO3 4°C	X		AAAP-MW02-0001	2	X							No visual turbidity
9/4	1036	4°C	X		AAAP-MW02-0001	2		X						" " "
9/4	1040	pH<2 HNO3 4°C	X		AAAP-MW02-0001	1			X					" " "
9/4	1050	pH<2 HCL 4°C	X		AAAP-MW02-0001	2				X				" " "
9/4	1055	4°C	X		AAAP-MW02-0001	1					X			" " "

Sample Relinquished by: Marcia C Davies	Date/Time 9/4 1400	Received by: (Sig.)	Date/Time
Relinquished by: (Sig.)	Date/Time	Received by: (Sig.)	Date/Time
Relinquished by: (Sig)	Date/Time	Received for Laboratory by: (Sig.)	Date/Time
Custody Seal No. 1535		Lab case No.:	

Hazards Associated with Samples: NONE

Remarks at time of receipt:

ENG Form 5021-R, Oct 90

Proponent: CEMP-RT

ER 1110-1-263
1 Oct 90

SAMPLE LABELS

SITE NAME	DATE
ANALYSIS	TIME
	PRESERVATIVE

Lot # 9062023

SPECIALTY CLEANED CONTAINER

SITE NAME	DATE
Atlas Missile Site	6/1/89
ANALYSIS	TIME
Total Metals	1200
Sampler → KC	PRESERVATIVE HNO3

Lot # 9062023

SPECIALTY CLEANED CONTAINER

SAMPLE TAGS

Designate: Grab / Comp.
Time
Month Day Year
Station No.
Proj. Code
Samplers (Signatures)
Station Location

Preservative: Yes ☐ or No ☐

ANALYSES

BOD Anions Solids (TSS) (TDS) (SS)	
COD, TOC, Nutrients	
Phenolics	
Mercury	
Metals	
Cyanide	
Oil and Grease	
Organics GC/MS	
Priority Pollutants	
Volatile Organics	
Pesticides	
Mutagenicity	
Bacteriology	

Remarks:

Tag No. | Lab Sample No.

Designate: Grab ✓ / Comp.
Time 1007
Month/Day/Year 5-28-93
Station No. HW 26 SS-11(6)
Project Code WES 310.001 21.5M10.0
Samplers (Signatures) Jane Doe
Station Location Monitoring Well #26 Split Spoon # 11

Preservative: Yes ☐ No ☑

ANALYSES

BOD Anions Solids (TSS) (TDS) (SS)	
COD, TOC, Nutrients	
Phenolics	
Mercury	
Metals	
Cyanide	
Oil and Grease	
Organics GC/MS	X
Priority Pollutants	X
Volatile Organics	X
Pesticides	X
Mutagenicity	
Bacteriology	

Remarks: Case 1746
ITR # HE0637
Bottle Lot # 63129

Tag No. 10502 | Lab Sample No.

APPENDIX G

GLOSSARY

1. **Chemical Contamination Activities** - All activities related to the cleanup of chemical contamination at a site including investigation and remedial activities. This definition includes activities defined by EPA as "removal activities" and "remedial activities".

2. **Chemical Data Acquisition Plan (CDAP)** - A submittal document which describes the site specific implementation of CDQM requirements. For investigation and design contracts, CDQM guidance and requirements for CDAP preparation and implementation are found in the Scope of Services. For construction contracts, these requirements are found in the contract technical specifications in language which is clearly biddable and enforceable. The CDAP shall include detailed plans for sampling, analysis, and chemical QC activities. A guide for preparation of the CDAP is found in Appendix D. A CDAP is required for both in-house and contracted work. The EPA equivalent is called a Quality Assurance Project Plan (QAPjP) and may be substituted for the CDAP.

3. **Chemical Data Quality Management (CDQM)** - The combination of activities establishing a government quality assurance (QA) program and specifying quality control (QC) operations for the AE, construction contractor, or USACE District. CDQM includes the maintenance of field and laboratory practices/checks which insure that Data Quality Objectives (DQO) are met.

4. **Chemical Data Management Specifications** - Construction Contract technical specifications prepared during design which describe all construction contractor sampling, sample handling and custody, documentation, analytical procedures, and data reporting. The specifications outline contractor QC responsibilities and the requirements of the Chemical Data Acquisition Plan for construction. Appropriate chemical concerns should be addressed at each design submittal phase.

5. **Chemical Quality Assurance (QA)** - The government activities required to assure desired and verifiable levels of quality in chemical data for a specific project. Chemical Quality Assurance activities are defined in Appendix E.

6. **Chemical Quality Assurance Report (CQAR)** - Prepared by the designated QA laboratory; approved by the investigation/design/construction division; and normally ready for distribution within 30 days of receipt of the AE/contractor analytical data. The report will include an overall evaluation of the contractor's/AE's data and quality assurance data, a comparison of the contractor's and government results, problems in accomplishing the CDAP, and lessons learned. The CQAR shall be prepared in accordance with the guidance found in Appendix E.

7. **Chemical Quality Control (QC)** - Specific activities for insuring that data of the required quality will be obtained for a specific project by the AE, construction contractor, or government (for in-house chemical analyses). Normally this consists of the analysis of field blanks, duplicate samples and the inclusion of laboratory internal quality control procedures as required by the methods or otherwise specified.

8. **Construction District** - The district assigned the responsibility to administer the construction contract.

9. **Construction Division** - The geographic USACE division in which the Construction District is located.

10. **Contract Laboratory** - The laboratory retained by a USACE AE/contractor or QA laboratory to perform chemical analyses of field samples. These laboratories are evaluated in accordance with the procedures in Appendix C, and must be validated by CEMRD prior to performing chemical analyses for HTW projects.

11. **Daily Quality Control Report (DQCR)** - A daily report prepared by an AE in accordance with the Scope of Services or by a construction contractor per contract specifications and submitted to the Contracting Officer (CO) during chemical contamination investigation and remedial activities. Copies are sent by the COR to the QA laboratory whenever sampling and analytical activities are involved. The DQCR shall contain at a minimum the following with respect to chemistry:

(a) Work performed. Sections in the CDAP that specify the sampling procedure and the analytical procedure shall be referenced. Weather information at the time of sampling shall be included. Information concerning all field samples, sample shipping, and field instrument measurements and calibration shall be included.

(b) Departures from the approved sampling plan. Include problems identified, corrective actions, and verbal/written instructions from USACE personnel. These shall be reported to the contracting officer (CO) in writing within two working days.

12. **Data Quality Objectives (DQO)** - DQOs are qualitative and quantitative statements specifying the level and extent of chemical data required to support decisions during remedial activities. They are determined based on the end uses of the data to be collected. DQOs are established prior to data collection and are not considered a separate deliverable. Rather, the DQO development process is integrated with the project planning process and the results are incorporated into Scopes of Work and Work Plans for the site. The levels and responsibility for data validations should be determined with the DQOs.

13. **Design Analysis Reports** - Documents prepared during design to support the Plans and Specifications. Technical Design Analysis Reports should have a section or chapter dedicated to design chemical evaluations and to the level of sampling, analysis, and CDQM required to support and document construction.

14. **Design District** - The USACE district assigned the responsibility for coordinating, reviewing, and completing design documents, including plans and specifications for HTW site design activities either in-house or through contracted services. Other Design District responsibilities include procuring AE services and construction contracts when work is not done in-house.

15. **Design Division** - The USACE Division overseeing the Design District.

16. **HQUSACE (CEMP-R)** - Headquarters office responsible for CDQM requirements and other supporting issues related to the proper implementation and execution of all phases of HTW program activities under USACE management.

17. **Internal Quality Control** - Measures which a laboratory implements to ensure data reliability. These include the analysis of blanks of various types, replicate sample or extract analysis, lab duplicates, blind standards, matrix spikes, matrix spike duplicates, surrogate compound analysis, calibrations, generation of control charts, etc. Minimal requirements are

usually specified in the analytical methods. Internal quality control needs and requirements should be determined as a part of the Data Quality Objectives. All internal quality control results should be reported with the sample results.

18. **Investigation District** - The USACE district assigned the responsibility for coordinating, reviewing, and completing an HTW site investigation activity either in-house or through contracted services.

19. **Investigation Division** - The USACE Division overseeing the Investigation District.

20. **Laboratory Validation** - An ongoing assessment of laboratory capabilities, including evaluation of personnel, equipment, QA/QC procedures, results from performance evaluation samples and an on-site laboratory inspection.

21. **Matrix** is the environmental medium which is sampled; e.g. groundwater, surface water, soil, sediment, waste, etc.

22. **Quality Assurance** - Measures taken by USACE to oversee the work of contractors.

23. **QA Laboratory** - The validated USACE Division Laboratory performing or coordinating CDQM activities for a project. These activities ordinarily include: document review, inspection and analysis of quality assurance samples, technical assistance to project managers and preparation of the Chemical Quality Assurance Reports. A given Division Laboratory may not have capability for in house performance of all these activities. The QA laboratory is assigned on a project specific basis by CEMRD. QA functions may not be contracted out directly by the FOA to commercial enterprises. QA sample analysis may be performed under contract to the USACE QA laboratory.

24. **Quality Assurance and Quality Control Samples**. Samples analyzed for the purpose of assessing the quality of the sampling effort and of the analytical data. QA and QC samples include splits or replicates of field samples, rinsate blanks, trip blanks, and background (up gradient) samples. The purpose of the sample is to provide site specific field originated checks that the data generated by the contractor's analytical lab are of suitable quality.

25. **Quality Control** - Measures taken by contractors and to verify the reliability of their own work and to oversee subcontractors.

26. **Quality Control Summary Report (QCSR)** - A report submitted by the AE/construction contractor at the conclusion of a chemical contamination remedial activity. For an investigation activity, the QCSR may be included in the Investigation Report. The QCSR should include the following.

(a) An outline of QC practices employed by the AE/construction contractor, including any problems and corrective actions taken;

(b) A consolidation and summary of the DQCR, as prescribed in the contract.

27. **Replicate (duplicate, triplicate, etc.) Samples**. Multiple grab samples, collected separately, that equally represent a medium at a given time and location. This is the required type of collocated sample for volatile organic analyses and most groundwater and surface water samples.

28. **Rinsate blanks** (equipment blanks) are field blanks generated by passing analyte-free reagent water through sampling equipment after it has been decontaminated between uses. Rinsates are analyzed by the same methods as the samples for which they are blanks and are a check on sampling and decontamination procedures.

29. **Split** is a field sample taken, homogenized, divided in the field, contained and sent to one or more laboratories for analysis.

30. **Trip Blank**. 40 mL vials of organic-free reagent water that are kept with the field sample containers from the time they leave the laboratory until the time they are returned to the laboratory. The purpose of trip blanks is to determine whether samples are being contaminated during transit or sample collection. Trip blanks pertain only to volatile organic analyses; therefore, the containers must contain no headspace. Only one trip blank is needed for one day's sampling and shall satisfy trip blank requirements for all matrices for that day if the volatile samples are shipped in the same cooler.

31. **Scope of Services** - Prepared by a District or Field Operation Activity (FOA) and provided to a contractor for the purposes of work definition and fee negotiation. The Scope of Services for an investigation activity shall have attached guidance to the AE including Guide for Preparing a Chemical Data Acquisition Plan (CDAP) (Appendix D), and the Sample Handling Protocol (Appendix F). The Scope of Services for design shall provide the AE with guidance including any appropriate Guide Specifications for Chemical Data Quality Management and the Sample Handling Protocol (Appendix F).

32. **Site Inspection Report or Investigation Report** - Prepared by the AE firm or the investigating district (in-house work) and includes a summary of work done, departures from the CDAP, analytical results, results from all testing, field observations, and regulatory or action level factors which impact on decisions to be made as a result of the investigation.